



11-20-06P04:18 RCVD

**REQUEST FOR PROPOSAL (RFP)  
TO OPERATE, MAINTAIN, AND PROVIDE SERVICES AT  
JACINTO "TONY" SIQUIG  
NORTHSIDE COMMUNITY CENTER**

**Due Date:** Monday, November 20, 2006, 5:00 p.m.

**Proposal should be hand-delivered to the following location:**

City of San Jose – Parks, Recreation and Neighborhood Services  
Community Services Division, Attn: Ellen Horstman  
200 E. Santa Clara Street, 9<sup>th</sup> Floor Tower  
San Jose, CA 95113-1905

**Internal Revenue Service**

**Date:** August 17, 2005

ASIAN AMERICAN RECOVERY SERVICES  
INCORPORATED  
965 MISSION ST STE 325  
SAN FRANCISCO CA 94103-2964

**Department of the Treasury**  
**P. O. Box 2508**  
**Cincinnati, OH 45201**

**Person to Contact:**

Patricia Sims #31-04345  
Customer Service Representative

**Toll Free Telephone Number:**

8:30 a.m. to 5:30 p.m. ET  
877-829-5500

**Fax Number:**

513-263-3756

**Federal Identification Number:**

94-3007538

Dear Sir or Madam:

This is in response to your request of August 17, 2005, regarding your organization's tax-exempt status.

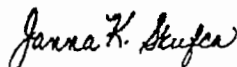
In August 1986 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE  
Customer Account Services

**Internal Revenue Service****Date:** September 7, 2004

Abel James Stoddard  
168 N. Bascom  
San Jose, CA 95125

**Department of the Treasury**  
**P. O. Box 2508**  
**Cincinnati, OH 45201**

**Person to Contact:**  
Janet M. Duncan 31-07676  
Customer Service Specialist  
**Toll Free Telephone Number:**  
8:00 a.m. to 6:30 p.m. EST  
**877-829-5500**  
**Fax Number:**  
**513-263-3756**

Dear Sir or Madam:

This is in response to your request of September 7, 2004, regarding affirmation of the tax-exempt status of Filipino Youth Coalition-Community Services & Development of Sta. Clara Co., Inc.

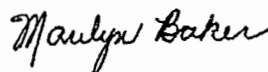
Our records indicate that a determination letter issued in August 1997 granted this organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified this organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to this organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to the organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Marilyn Baker, Manager, TE/GE  
Customer Account Services



OGDEN UT 84201-0038

FILIPINO YOUTH COALITION-COMMUNITY  
SERVICES & DEV OF STA CLARA CO INC  
525 LOS COCHES ST  
MILPITAS CA 95035-5423257

Be sure the IRS address appears in your envelope window.

0438646088

BODCD-\*

Letter Number: LTR0658C

Letter Date : 2003-06-02

Tax Period : 200212



\*770382046\*

INTERNAL REVENUE SERVICE  
OGDEN UT 84201-0038

FILIPINO YOUTH COALITION-COMMUNITY  
SERVICES & DEV OF STA CLARA CO INC  
525 LOS COCHES ST  
MILPITAS CA 95035-5423257

770382046 JF

10 2 200212 000 0000000000000000



OGDEN UT 84201-0038

In reply refer to: 0438646088  
June 02, 2003 LTR 858C  
77-0382046 200212 10 000  
08728

FILIPINO YOUTH COALITION-COMMUNITY  
SERVICES & DEV OF STA CLARA CO INC  
525 LOS COCHES ST  
MILPITAS CA 95035-5423257

Taxpayer Identification Number: 77-0382046  
Tax Period(s): Dec. 31, 2002

Form: 940

Dear Taxpayer:

You are not required to file Form 940 because you have been determined to be an exempt organization under section 501(c)(3) of the Internal Revenue Code; therefore, you are exempt from paying Federal unemployment tax. Please destroy any Form 940 returns you may have received. Do not make tax deposits for Federal unemployment tax.

We will send you a refund for your payments for the current year. You may request refunds for payments made in previous years by filing a Form 843 claim. You must file a claim for refund within three years from the return due date, or within two years from the date you paid the tax, whichever is later.

Even though you are not liable for the Federal tax, you could be liable for the state tax. States establish and operate their own systems. Therefore, you should contact your state to find out whether you are required to make contributions under the state unemployment compensation law.

If you do not owe any other taxes, we will refund the money you paid with your return or by Federal tax deposit in six to eight weeks.

If you have any questions, please call us toll free at 1-800-829-0115.

If you prefer, you may write to us at the address shown at the top of the first page of this letter.

Whenever you write, please include this letter and, in the spaces below, give us your telephone number with the hours we can reach you. Keep a copy of this letter for your records.

Telephone Number ( ) \_\_\_\_\_ Hours \_\_\_\_\_

## Return of Organization Exempt from Income Tax

OMB No. 1545-0047

2004

Open to Public Inspection

Department of the Treasury  
Internal Revenue ServiceUnder section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code  
(except black lung benefit trust or private foundation)

The organization may have to use a copy of this return to satisfy state reporting requirements.

A For the 2004 calendar year, or tax year beginning 7/01, 2004, and ending 6/30, 2005

B Check if applicable:

- ☐ Address change  
☐ Name change  
☐ Initial return  
☐ Final return  
☐ Amended return  
☐ Application pending

Please use  
IRS label  
or print  
or type.  
See  
specific  
instruc-  
tions.Asian American Recovery Services, Inc.  
965 Mission Street #325  
San Francisco, CA 94103

D Employer identification number

94-3007538

E Telephone number

(415) 541-9285

F Accounting method:

☐ Cash☒ Accrual☐ Other (specify) \_\_\_\_\_Section 501(c)(3) organizations and 4947(a)(1) nonexempt  
charitable trusts must attach a completed Schedule A  
(Form 990 or 990-EZ).

H and I are not applicable to section 527 organizations.

H (a) Is this a group return for affiliates? ☐ Yes ☒ No

H (b) If "Yes," enter number of affiliates: \_\_\_\_\_

H (c) Are all affiliates included? ☐ Yes ☐ No

(If "No," attach a list. See instructions.)

H (d) Is this a separate return filed by an  
organization covered by a group ruling? ☐ Yes ☒ No

I Group Exemption Number: \_\_\_\_\_

M Check ☒ if the organization is not required  
to attach Schedule B (Form 990, 990-EZ, or 990-PF).

G Web site: N/A

J Organization type

(check only one) ☒ 501(c) 3 (insert no.) ☐ 4947(a)(1) or ☐ 527K Check here ☐ if the organization's gross receipts are normally not more than  
\$25,000. The organization need not file a return with the IRS; but if the organization  
received a Form 990 Package in the mail, it should file a return without financial data.  
Some states require a complete return.

L Gross receipts: Add lines 6b, 8b, 9b, and 10b to line 12 9,364,262.

## Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (See instructions)

1 Contributions, gifts, grants, and similar amounts received:				
a Direct public support	1a	404,835.		
b Indirect public support	1b			
c Government contributions (grants)	1c	8,880,015.		
d Total (add lines 1a through 1c) (cash \$ 9,284,850., noncash \$ )	1d		9,284,850.	
2 Program service revenue including government fees and contracts (from Part VII, line 93)	2		74,364.	
3 Membership dues and assessments	3			
4 Interest on savings and temporary cash investments	4		5,048.	
5 Dividends and interest from securities	5			
6a Gross rents	6a			
b Less: rental expenses	6b			
c Net rental income or (loss) (subtract line 6b from line 6a)	6c			
7 Other investment income (describe: _____)	7			
8a Gross amount from sales of assets other than inventory	(A) Securities		(B) Other	
b Less: cost or other basis and sales expenses	8a			
c Gain or (loss) (attach schedule)	8b			
d Net gain or (loss) (combine line 8c, columns (A) and (B))	8c			
9 Special events and activities (attach schedule). If any amount is from gaming, check here <input type="checkbox"/>	8d			
a Gross revenue (not including \$ _____ of contributions reported on line 1a)	9a			
b Less: direct expenses other than fundraising expenses	9b			
c Net income or (loss) from special events (subtract line 9b from line 9a)	9c			
10a Gross sales of inventory, less returns and allowances	10a			
b Less: cost of goods sold	10b			
c Gross profit or (loss) from sales of inventory (attach schedule) (subtract line 10b from line 10a)	10c			
11 Other revenue (from Part VII, line 103)	11			
12 Total revenue (add lines 1d, 2, 3, 4, 5, 6c, 7, 8d, 9c, 10c, and 11)	12		9,364,262.	
13 Program services (from line 44, column (B))	13		8,242,921.	
14 Management and general (from line 44, column (C))	14		1,157,450.	
15 Fundraising (from line 44, column (D))	15			
16 Payments to affiliates (attach schedule)	16			
17 Total expenses (add lines 16 and 44, column (A))	17		9,400,371.	
18 Excess or (deficit) for the year (subtract line 17 from line 12)	18		-36,109.	
19 Net assets or fund balances at beginning of year (from line 73, column (A))	19		678,947.	
20 Other changes in net assets or fund balances (attach explanation)	20			
21 Net assets or fund balances at end of year (combine lines 18, 19, and 20)	21		642,838.	

**Part II Statement of Functional Expenses** All organizations must complete column (A). Columns (B), (C), and (D) are required for section 501(c)(3) and (4) organizations and section 4947(a)(1) nonexempt charitable trusts but optional for others.

Do not include amounts reported on line 6b, 8b, 9b, 10b, or 16 of Part I.	(A) Total	(B) Program services	(C) Management and general	(D) Fundraising
22 Grants and allocations (att sch) (cash \$ _____ non-cash \$ _____) .....	22			
23 Specific assistance to individuals (att sch) .....	23			
24 Benefits paid to or for members (att sch) .....	24			
25 Compensation of officers, directors, etc. ....	25			
26 Other salaries and wages. ....	26	5,628,861.	5,053,866.	574,995.
27 Pension plan contributions. ....	27			
28 Other employee benefits. ....	28	976,375.	877,579.	98,796.
29 Payroll taxes. ....	29	430,608.	386,621.	43,987.
30 Professional fundraising fees. ....	30			
31 Accounting fees. ....	31			
32 Legal fees. ....	32			
33 Supplies. ....	33	158,529.	149,093.	9,436.
34 Telephone. ....	34			
35 Postage and shipping. ....	35			
36 Occupancy. ....	36	893,245.	790,326.	102,919.
37 Equipment rental and maintenance. ....	37	93,180.	67,544.	25,636.
38 Printing and publications. ....	38			
39 Travel. ....	39	98,680.	56,011.	42,669.
40 Conferences, conventions, and meetings. ....	40			
41 Interest. ....	41			
42 Depreciation, depletion, etc (attach schedule). ....	42	85,006.		85,006.
43 Other expenses not covered above (itemize): a See Statement 1 .....	43a	1,035,887.	861,881.	174,006.
b .....	43b			
c .....	43c			
d .....	43d			
e .....	43e			
44 Total functional expenses (add lines 22 - 43). Organizations completing columns (B) - (D), carry these totals to lines 13 - 15. ....	44	9,400,371.	8,242,921.	1,157,450.

Joint Costs. Check ☐ if you are following SOP 98-2.Are any joint costs from a combined educational campaign and fundraising solicitation reported in (B) Program services? ☐ Yes ☒ No

If 'Yes,' enter (i) the aggregate amount of these joint costs \$ \_\_\_\_\_; (ii) the amount allocated to Program services \$ \_\_\_\_\_; (iii) the amount allocated to Management and general \$ \_\_\_\_\_; and (iv) the amount allocated to Fundraising \$ \_\_\_\_\_.

**Part III Statement of Program Service Accomplishments**What is the organization's primary exempt purpose? ☒ See Statement 2

All organizations must describe their exempt purpose achievements in a clear and concise manner. State the number of clients served, publications issued, etc. Discuss achievements that are not measurable. (Section 501(c)(3) &amp; (4) organizations and 4947(a)(1) nonexempt charitable trusts must also enter the amount of grants &amp; allocations to others.)

Program Service Expenses  
(Required for 501(c)(3) and  
(4) organizations and  
4947(a)(1) trusts; but  
optional for others.)

a To develop and provide innovative prevention, treatment and research services for individual, families and communities.

(Grants and allocations \$ \_\_\_\_\_)

8,242,921.

b

(Grants and allocations \$ \_\_\_\_\_)

c

(Grants and allocations \$ \_\_\_\_\_)

d

(Grants and allocations \$ \_\_\_\_\_)

e Other program services. (Grants and allocations \$ \_\_\_\_\_)

f Total of Program Service Expenses (should equal line 44, column (B), Program services) ☒ 8,242,921.

**Part IV Balance Sheets** (See Instructions)**Note:** Where required, attached schedules and amounts within the description column should be for end-of-year amounts only.

		(A) Beginning of year		(B) End of year
<b>ASSETS</b>	45 Cash — non-interest-bearing.....	480,240.	45	535,888.
	46 Savings and temporary cash investments.....	1,096.	46	933.
	47a Accounts receivable.....	139,557.		
	b Less: allowance for doubtful accounts.....		47c	139,557.
	48a Pledges receivable.....			
	b Less: allowance for doubtful accounts.....		48c	
	49 Grants receivable.....	1,093,056.	49	1,172,978.
	50 Receivables from officers, directors, trustees, and key employees (attach schedule).....		50	
	51a Other notes & loans receivable (attach sch.).....			
	b Less: allowance for doubtful accounts.....		51c	
	52 Inventories for sale or use.....		52	
	53 Prepaid expenses and deferred charges.....	78,218.	53	58,983.
	54 Investments — securities (attach schedule).....	<input type="checkbox"/> Cost <input type="checkbox"/> FMV	54	
	55a Investments — land, buildings, & equipment: basis.....			
	b Less: accumulated depreciation (attach schedule).....		55c	
	56 Investments — other (attach schedule).....		56	
	57a Land, buildings, and equipment: basis.....	901,716.		
	b Less: accumulated depreciation (attach schedule).....	758,687.	57c	143,029.
58 Other assets (describe ▶.....)	1.	58		
59 <b>Total assets</b> (add lines 45 through 58) (must equal line 74).....	1,976,785.	59	2,051,368.	
<b>LIABILITIES</b>	60 Accounts payable and accrued expenses.....	865,691.	60	1,121,115.
	61 Grants payable.....	131,736.	61	75,551.
	62 Deferred revenue.....	300,411.	62	211,864.
	63 Loans from officers, directors, trustees, and key employees (attach schedule).....		63	
	64a Tax-exempt bond liabilities (attach schedule).....		64a	
	b Mortgages and other notes payable (attach schedule).....		64b	
	65 Other liabilities (describe ▶.....)		65	
	66 <b>Total liabilities</b> (add lines 60 through 65).....	1,297,838.	66	1,408,530.
<b>NET ASSETS OR FUND BALANCES</b>	Organizations that follow SFAS 117, check here <input checked="" type="checkbox"/> and complete lines 67 through 69 and lines 73 and 74.			
	67 Unrestricted.....	591,878.	67	483,287.
	68 Temporarily restricted.....	87,069.	68	159,551.
	69 Permanently restricted.....		69	
	Organizations that do not follow SFAS 117, check here <input type="checkbox"/> and complete lines 70 through 74.			
	70 Capital stock, trust principal, or current funds.....		70	
	71 Paid-in or capital surplus, or land, building, and equipment fund.....		71	
	72 Retained earnings, endowment, accumulated income, or other funds.....		72	
	73 <b>Total net assets or fund balances</b> (add lines 67 through 69 or lines 70 through 72; column (A) must equal line 19; column (B) must equal line 21).....	678,947.	73	642,838.
	74 <b>Total liabilities and net assets/fund balances</b> (add lines 66 and 73).....	1,976,785.	74	2,051,368.

Form 990 is available for public inspection and, for some people, serves as the primary or sole source of information about a particular organization. How the public perceives an organization in such cases may be determined by the information presented on its return. Therefore, please make sure the return is complete and accurate and fully describes, in Part III, the organization's programs and accomplishments.

BAA



**Part IV-A Reconciliation of Revenue per Audited Financial Statements with Revenue per Return (See instructions.)**

a	Total revenue, gains, and other support per audited financial statements .....	a	9,364,262.
b	Amounts included on line a but not on line 12, Form 990:		
(1)	Net unrealized gains on investments .... \$ .....		
(2)	Donated services and use of facilities ..... \$ .....		
(3)	Recoveries of prior year grants ..... \$ .....		
(4)	Other (specify): ..... \$ .....		
	Add amounts on lines (1) through (4) .....	b	
c	Line a minus line b. ....	c	9,364,262.
d	Amounts included on line 12, Form 990 but not on line a:		
(1)	Investment expenses not included on line 6b, Form 990. .... \$ .....		
(2)	Other (specify): ..... \$ .....		
	Add amounts on lines (1) and (2) .....	d	
e	Total revenue per line 12, Form 990 (line c plus line d) .....	e	9,364,262.

<b>Part IV-B</b>	<b>Reconciliation of Expenses per Audited Financial Statements with Expenses per Return</b>
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<b>a</b>	Total expenses and losses per audited financial statements.....	<b>a</b>	9,400,371.
<b>b</b>	Amounts included on line <b>a</b> but not on line 17, Form 990:		
	(1) Donated services and use of facilities..... \$		
	(2) Prior year adjustments reported on line 20, Form 990... \$		
	(3) Losses reported on line 20, Form 990... \$		
	(4) Other (specify): ----- \$		
	Add amounts on lines (1) through (4).....	<b>b</b>	
<b>c</b>	Line <b>a</b> minus line <b>b</b> .....	<b>c</b>	9,400,371.
<b>d</b>	Amounts included on line 17, Form 990 but not on line <b>a</b> :		
	(1) Investment expenses not included on line 6b, Form 990..... \$		
	(2) Other (specify): ----- \$		
	Add amounts on lines (1) and (2).....	<b>d</b>	
<b>e</b>	Total expenses per line 17, Form 990 (line <b>c</b> plus line <b>d</b> ).....	<b>e</b>	9,400,371.

**Part V List of Officers, Directors, Trustees, and Key Employees** (List each one even if not compensated; see instructions.)

[illegible]

75 Did any officer, director, trustee, or key employee receive aggregate compensation of more than \$100,000 from your organization and all related organizations, of which more than \$10,000 was provided by the related organizations? .....

If 'Yes,' attach schedule — see instructions.

**Part VI Other Information** (See instructions.)

Yes No

76	Did the organization engage in any activity not previously reported to the IRS? If 'Yes,' attach a detailed description of each activity	76		X
77	Were any changes made in the organizing or governing documents but not reported to the IRS? If 'Yes,' attach a conformed copy of the changes.	77		X
78a	Did the organization have unrelated business gross income of \$1,000 or more during the year covered by this return?	78a		X
b	If 'Yes,' has it filed a tax return on Form 990-T for this year?	78b	N/A	
79	Was there a liquidation, dissolution, termination, or substantial contraction during the year? If 'Yes,' attach a statement.	79		X
80a	Is the organization related (other than by association with a statewide or nationwide organization) through common membership, governing bodies, trustees, officers, etc., to any other exempt or nonexempt organization?	80a		X
b	If 'Yes,' enter the name of the organization <u>N/A</u> and check whether it is <input type="checkbox"/> exempt or <input type="checkbox"/> nonexempt.			
81a	Enter direct and indirect political expenditures. See line 81 instructions.	81a	0.	
b	Did the organization file Form 1120-POL for this year?	81b		X
82a	Did the organization receive donated services or the use of materials, equipment, or facilities at no charge or at substantially less than fair rental value?	82a		X
b	If 'Yes,' you may indicate the value of these items here. Do not include this amount as revenue in Part I or as an expense in Part II. (See instructions in Part III.)	82b	N/A	
83a	Did the organization comply with the public inspection requirements for returns and exemption applications?	83a	X	
b	Did the organization comply with the disclosure requirements relating to quid pro quo contributions?	83b	X	
84a	Did the organization solicit any contributions or gifts that were not tax deductible?	84a		X
b	If 'Yes,' did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	84b	N/A	
85	501(c)(4), (5), or (6) organizations. a Were substantially all dues nondeductible by members?	85a	N/A	
b	Did the organization make only in-house lobbying expenditures of \$2,000 or less? If 'Yes' was answered to either 85a or 85b, do not complete 85c through 85h below unless the organization received a waiver for proxy tax owed for the prior year.	85b	N/A	
c	Dues, assessments, and similar amounts from members.	85c	N/A	
d	Section 162(e) lobbying and political expenditures.	85d	N/A	
e	Aggregate nondeductible amount of section 6033(e)(1)(A) dues notices.	85e	N/A	
f	Taxable amount of lobbying and political expenditures (line 85d less 85e).	85f	N/A	
g	Does the organization elect to pay the section 6033(e) tax on the amount on line 85f?	85g	N/A	
h	If section 6033(e)(1)(A) dues notices were sent, does the organization agree to add the amount on line 85f to its reasonable estimate of dues allocable to nondeductible lobbying and political expenditures for the following tax year?	85h	N/A	
86	501(c)(7) organizations. Enter: a Initiation fees and capital contributions included on line 12.	86a	N/A	
b	Gross receipts, included on line 12, for public use of club facilities.	86b	N/A	
87	501(c)(12) organizations. Enter: a Gross income from members or shareholders.	87a	N/A	
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)	87b	N/A	
88	At any time during the year, did the organization own a 50% or greater interest in a taxable corporation or partnership, or an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If 'Yes,' complete Part IX.	88		X
89a	501(c)(3) organizations. Enter: Amount of tax imposed on the organization during the year under: section 4911 <u>0.</u> ; section 4912 <u>0.</u> ; section 4955 <u>0.</u>			
b	501(c)(3) and 501(c)(4) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year or did it become aware of an excess benefit transaction from a prior year? If 'Yes,' attach a statement explaining each transaction.	89b		X
c	Enter: Amount of tax imposed on the organization managers or disqualified persons during the year under sections 4912, 4955, and 4958.		0.	
d	Enter: Amount of tax on line 89c, above, reimbursed by the organization.		0.	
90a	List the states with which a copy of this return is filed <u>California</u>			
b	Number of employees employed in the pay period that includes March 12, 2004 (See instructions.)	90b	0	
91	The books are in care of <u>Jeff Mori</u> Telephone number <u>(415) 541-9285</u> Located at <u>965 Mission Street</u> ZIP + 4 <u>94103</u>			
92	Section 4947(a)(1) nonexempt charitable trusts filing Form 990 in lieu of Form 1041 - Check here. <input type="checkbox"/> N/A and enter the amount of tax-exempt interest received or accrued during the tax year. <u>92</u> N/A			

**Part VII Analysis of Income-Producing Activities** (See instructions.)

Note: Enter gross amounts unless otherwise indicated.

	Unrelated business income		Excluded by section 512, 513, or 514		(E) Related or exempt function income
	(A) Business code	(B) Amount	(C) Exclusion code	(D) Amount	
93 Program service revenue:					
a Client Service Fee					74,364.
b					
c					
d					
e					
f Medicare/Medicaid payments					
g Fees & contracts from government agencies					
94 Membership dues and assessments					
95 Interest on savings & temporary cash invmnts.			14	5,048.	
96 Dividends & interest from securities					
97 Net rental income or (loss) from real estate:					
a debt-financed property					
b not debt-financed property					
98 Net rental income or (loss) from pers prop.					
99 Other investment income					
100 Gain or (loss) from sales of assets other than inventory					
101 Net income or (loss) from special events					
102 Gross profit or (loss) from sales of inventory					
103 Other revenue: a					
b					
c					
d					
e					
104 Subtotal (add columns (B), (D), and (E))				5,048.	74,364.
105 Total (add line 104, columns (B), (D), and (E))					79,412.

Note: Line 105 plus line 1d, Part I, should equal the amount on line 12, Part I.

**Part VIII Relationship of Activities to the Accomplishment of Exempt Purposes** (See instructions.)

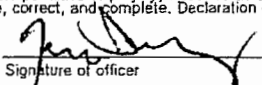
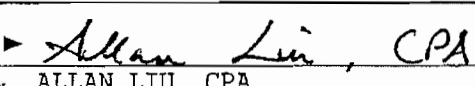
Line No.	Explain how each activity for which income is reported in column (E) of Part VII contributed importantly to the accomplishment of the organization's exempt purposes (other than by providing funds for such purposes).
93a	Fees collected from clients on a sliding scale basis.

**Part IX Information Regarding Taxable Subsidiaries and Disregarded Entities** (See instructions.)

(A) Name, address, and EIN of corporation, partnership, or disregarded entity	(B) Percentage of ownership interest	(C) Nature of activities	(D) Total income	(E) End-of-year assets
N/A	%			
	%			
	%			
	%			

**Part X Information Regarding Transfers Associated with Personal Benefit Contracts** (See instructions.)a Did the organization, during the year, receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? ☐ Yes ☒ Nob Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? ☐ Yes ☒ No

Note: If 'Yes' to (b), file Form 8870 and Form 4720 (see instructions).

Please Sign Here	Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.	
	Signature of officer  Date 11/14/05	Date 11/14/05
Paid Preparer's Use Only	Signature of preparer  Date 11/14/05	
	Firm's name (or yours if self-employed), address, and ZIP + 4 ALLAN LIU, CPA 2238 39th AVE SAN FRANCISCO, CA 94116	
	Check if self-employed <input checked="" type="checkbox"/> <input type="checkbox"/> N/A Preparer's SSN or PTIN (See General Instruction W) EIN N/A Phone no. (415) 664-6243	

**SCHEDULE A**  
(Form 990 or 990-EZ)

Department of the Treasury  
Internal Revenue Service

**Organization Exempt Under  
Section 501(c)(3)**

(Except Private Foundation) and Section 501(e), 501(f), 501(k),  
501(n), or Section 4947(a)(1) Nonexempt Charitable Trust  
Supplementary Information — (See separate instructions.)

OMB No. 1545-0047

**2004**

► **MUST be completed by the above organizations and attached to their Form 990 or 990-EZ.**

Name of the organization

Asian American Recovery Services, Inc.

Employer identification number

94-3007538

**Part I Compensation of the Five Highest Paid Employees Other Than Officers, Directors, and Trustees**

(See instructions. List each one. If there are none, enter 'None'.)

(a) Name and address of each employee paid more than \$50,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans and deferred compensation	(e) Expense account and other allowances
<u>Jeff Mori</u>	<u>Executive Direc</u>			
<u>965 Mission St., #325, S.F. 94103</u>	<u>40</u>	<u>131,636.</u>	<u>0.</u>	<u>0.</u>
<u>Garland Wong</u>	<u>IT Coordinator</u>			
<u>965 Mission St., #325, S.F. 94103</u>	<u>40</u>	<u>82,050.</u>	<u>0.</u>	<u>0.</u>
<u>David Yonemoto</u>	<u>Assoc. Director</u>			
<u>965 Mission St., #325, S.F. 94103</u>	<u>40</u>	<u>75,000.</u>	<u>0.</u>	<u>0.</u>
<u>Carlos Zamora-Hernandez</u>	<u>Prog. Director</u>			
<u>965 Mission St., #325, S.F. 94103</u>	<u>40</u>	<u>73,513.</u>	<u>0.</u>	<u>0.</u>
<u>Daniel Toleran</u>	<u>Clinical Dir.</u>			
<u>965 Mission St., #325, S.F. 94103</u>	<u>67642</u>	<u>0.</u>	<u>0.</u>	<u>0.</u>
Total number of other employees paid over \$50,000 .....	<u>4</u>			

**Part II Compensation of the Five Highest Paid Independent Contractors for Professional Services**

(See instructions. List each one (whether individuals or firms). If there are none, enter 'None'.)

(a) Name and address of each independent contractor paid more than \$50,000	(b) Type of service	(c) Compensation
<u>SOMA New Life Center</u>		
<u>1082 Folsom Street, S.F., 94103</u>	<u>Therapy</u>	<u>145,180.</u>
<u>Three Keys Natural Medicine</u>		
<u>P.O. Box 884353, S.F., 94188</u>	<u>Therapy</u>	<u>156,495.</u>
Total number of others receiving over \$50,000 for professional services .....	<u>0</u>	

BAA For Paperwork Reduction Act Notice, see the Instructions for Form 990 and Form 990-EZ.

Schedule A (Form 990 or 990-EZ) 2004

**Part III** Statements About Activities (See instructions.)

Yes No

- 1 During the year, has the organization attempted to influence national, state, or local legislation, including any attempt to influence public opinion on a legislative matter or referendum? If 'Yes,' enter the total expenses paid or incurred in connection with the lobbying activities. . . . ▶ \$ N/A  
(Must equal amounts on line 38, Part VI-A, or line i of Part VI-B.)

1 X

Organizations that made an election under section 501(h) by filing Form 5768 must complete Part VI-A. Other organizations checking 'Yes' must complete Part VI-B AND attach a statement giving a detailed description of the lobbying activities.

- 2 During the year, has the organization, either directly or indirectly, engaged in any of the following acts with any substantial contributors, trustees, directors, officers, creators, key employees, or members of their families, or with any taxable organization with which any such person is affiliated as an officer, director, trustee, majority owner, or principal beneficiary? (If the answer to any question is 'Yes,' attach a detailed statement explaining the transactions.)

a Sale, exchange, or leasing of property?

2a X

b Lending of money or other extension of credit?

2b X

c Furnishing of goods, services, or facilities?

2c X

d Payment of compensation (or payment or reimbursement of expenses if more than \$1,000)?

2d X

e Transfer of any part of its income or assets?

2e X

- 3a Do you make grants for scholarships, fellowships, student loans, etc? (If 'Yes,' attach an explanation of how you determine that recipients qualify to receive payments.)

3a X

b Do you have a section 403(b) annuity plan for your employees?

3b X

- 4a Did you maintain any separate account for participating donors where donors have the right to provide advice on the use or distribution of funds?

4a X

b Do you provide credit counseling, debt management, credit repair, or debt negotiation services?

4b X

**Part IV** Reason for Non-Private Foundation Status (See instructions.)

The organization is not a private foundation because it is: (Please check only **ONE** applicable box.)

- 5 ☐ A church, convention of churches, or association of churches. Section 170(b)(1)(A)(i).
- 6 ☐ A school. Section 170(b)(1)(A)(ii). (Also complete Part V.)
- 7 ☐ A hospital or a cooperative hospital service organization. Section 170(b)(1)(A)(iii).
- 8 ☐ A Federal, state, or local government or governmental unit. Section 170(b)(1)(A)(v).
- 9 ☐ A medical research organization operated in conjunction with a hospital. Section 170(b)(1)(A)(iii). Enter the hospital's name, city, and state ▶ \_\_\_\_\_
- 10 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit. Section 170(b)(1)(A)(iv). (Also complete the **Support Schedule** in Part IV-A.)
- 11a ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public. Section 170(b)(1)(A)(vi). (Also complete the **Support Schedule** in Part IV-A.)
- 11b ☐ A community trust. Section 170(b)(1)(A)(vi). (Also complete the **Support Schedule** in Part IV-A.)
- 12 ☐ An organization that normally receives: (1) more than 33-1/3% of its support from contributions, membership fees, and gross receipts from activities related to its charitable, etc, functions — subject to certain exceptions, and (2) no more than 33-1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See section 509(a)(2). (Also complete the **Support Schedule** in Part IV-A.)
- 13 ☐ An organization that is not controlled by any disqualified persons (other than foundation managers) and supports organizations described in: (1) lines 5 through 12 above; or (2) section 501(c)(4), (5), or (6), if they meet the test of section 509(a)(2). (See section 509(a)(3).)

Provide the following information about the supported organizations. (See instructions.)

(a) Name(s) of supported organization(s)	(b) Line number from above

- 14 ☐ An organization organized and operated to test for public safety. Section 509(a)(4). (See instructions.)

**Part IV-A Support Schedule** (Complete only if you checked a box on line 10, 11, or 12.) *Use cash method of accounting.***Note:** You may use the worksheet in the instructions for converting from the accrual to the cash method of accounting.

Calendar year (or fiscal year beginning in).....	(a) 2003	(b) 2002	(c) 2001	(d) 2000	(e) Total
15 Gifts, grants, and contributions received. (Do not include unusual grants. See line 28.)...	10,383,089.	9,946,555.	9,142,020.	6,354,824.	35,826,488.
16 Membership fees received.....					
17 Gross receipts from admissions, merchandise sold or services performed, or furnishing of facilities in any activity that is related to the organization's charitable, etc., purpose.....	71,176.	64,142.	52,364.	63,256.	250,938.
18 Gross income from interest, dividends, amounts received from payments on securities loans (section 512(a)(5)), rents, royalties, and unrelated business taxable income (less section 511 taxes) from businesses acquired by the organization after June 30, 1975.....	1,813.	117.	4,598.	3,597.	10,125.
19 Net income from unrelated business activities not included in line 18.....					
20 Tax revenues levied for the organization's benefit and either paid to it or expended on its behalf.....					
21 The value of services or facilities furnished to the organization by a governmental unit without charge. Do not include the value of services or facilities generally furnished to the public without charge.....					
22 Other income. Attach a schedule. Do not include gain or (loss) from sale of capital assets. See Stmt. 5.	19,273.	29,755.	12,831.	57,009.	118,868.
23 Total of lines 15 through 22.....	10,475,351.	10,040,569.	9,211,813.	6,478,686.	36,206,419.
24 Line 23 minus line 17.....	10,404,175.	9,976,427.	9,159,449.	6,415,430.	35,955,481.
25 Enter 1% of line 23.....	104,754.	100,406.	92,118.	64,787.	
26 Organizations described on lines 10 or 11: a Enter 2% of amount in column (e), line 24.....					26a 719,110.
b Prepare a list for your records to show the name of and amount contributed by each person (other than a governmental unit or publicly supported organization) whose total gifts for 2000 through 2003 exceeded the amount shown in line 26a. Do not file this list with your return. Enter the total of all these excess amounts.....					26b
c Total support for section 509(a)(1) test: Enter line 24, column (e).....					26c 35,955,481.
d Add: Amounts from column (e) for lines: 18 10,125. 19					26d 128,993.
22 118,868. 26b					26e 35,826,488.
e Public support (line 26c minus line 26d total).....					26f 99.64 %
f Public support percentage (line 26e (numerator) divided by line 26c (denominator)).....					
27 Organizations described on line 12: N/A					
a For amounts included in lines 15, 16, and 17 that were received from a 'disqualified person,' prepare a list for your records to show the name of, and total amounts received in each year from, each 'disqualified person.' Do not file this list with your return. Enter the sum of such amounts for each year:	(2003) _____	(2002) _____	(2001) _____	(2000) _____	
b For any amount included in line 17 that was received from each person (other than 'disqualified persons'), prepare a list for your records to show the name of, and amount received for each year, that was more than the larger of (1) the amount on line 25 for the year or (2) \$5,000. (Include in the list organizations described in lines 5 through 11, as well as individuals.) Do not file this list with your return. After computing the difference between the amount received and the larger amount described in (1) or (2), enter the sum of these differences (the excess amounts) for each year:	(2003) _____	(2002) _____	(2001) _____	(2000) _____	
c Add: Amounts from column (e) for lines: 15 16					27c
17 20 21					27d
d Add: Line 27a total..... and line 27b total.....					27e
e Public support (line 27c total minus line 27d total).....					27f
f Total support for section 509(a)(2) test: Enter amount from line 23, column (e).....					27g %
g Public support percentage (line 27e (numerator) divided by line 27f (denominator)).....					27h %
h Investment income percentage (line 18, column (e) (numerator) divided by line 27f (denominator)).....					

28 **Unusual Grants:** For an organization described in line 10, 11, or 12 that received any unusual grants during 2000 through 2003, prepare a list for your records to show, for each year, the name of the contributor, the date and amount of the grant, and a brief description of the nature of the grant. Do not file this list with your return. Do not include these grants in line 15.

**Part V Private School Questionnaire** (See instructions.)  
(To be completed ONLY by schools that checked the box on line 6 in Part IV)

N/A

Yes No

29 Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body? .....

29

30 Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships? .....

30

31 Has the organization publicized its racially nondiscriminatory policy through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves? .....

31

If 'Yes,' please describe; if 'No,' please explain. (If you need more space, attach a separate statement.)

32 Does the organization maintain the following:

a Records indicating the racial composition of the student body, faculty, and administrative staff? .....

32a

b Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis? .....

32b

c Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships? .....

32c

d Copies of all material used by the organization or on its behalf to solicit contributions? .....

32d

If you answered 'No' to any of the above, please explain. (If you need more space, attach a separate statement.)

33 Does the organization discriminate by race in any way with respect to:

a Students' rights or privileges? .....

33a

b Admissions policies? .....

33b

c Employment of faculty or administrative staff? .....

33c

d Scholarships or other financial assistance? .....

33d

e Educational policies? .....

33e

f Use of facilities? .....

33f

g Athletic programs? .....

33g

h Other extracurricular activities? .....

33h

If you answered 'Yes' to any of the above, please explain. (If you need more space, attach a separate statement.)

34a Does the organization receive any financial aid or assistance from a governmental agency? .....

34a

b Has the organization's right to such aid ever been revoked or suspended? .....

34b

If you answered 'Yes' to either 34a or b, please explain using an attached statement.

35 Does the organization certify that it has complied with the applicable requirements of sections 4.01 through 4.05 of Rev Proc 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If 'No,' attach an explanation. ....

35



**Part VI-A Lobbying Expenditures by Electing Public Charities** (See instructions.)  
(To be completed ONLY by an eligible organization that filed Form 5768)

N/A

Check ☐ a ☐ if the organization belongs to an affiliated group. Check ☐ b ☐ if you checked 'a' and 'limited control' provisions apply.**Limits on Lobbying Expenditures**

(The term 'expenditures' means amounts paid or incurred.)

	(a) Affiliated group totals	(b) To be completed for ALL electing organizations
36 Total lobbying expenditures to influence public opinion (grassroots lobbying) .....	36	
37 Total lobbying expenditures to influence a legislative body (direct lobbying) .....	37	
38 Total lobbying expenditures (add lines 36 and 37) .....	38	
39 Other exempt purpose expenditures .....	39	
40 Total exempt purpose expenditures (add lines 38 and 39) .....	40	
41 Lobbying nontaxable amount. Enter the amount from the following table —		
If the amount on line 40 is —		
Not over \$500,000 .....	20% of the amount on line 40 .....	
Over \$500,000 but not over \$1,000,000 .....	\$100,000 plus 15% of the excess over \$500,000 .....	
Over \$1,000,000 but not over \$1,500,000 .....	\$175,000 plus 10% of the excess over \$1,000,000 .....	
Over \$1,500,000 but not over \$17,000,000 .....	\$225,000 plus 5% of the excess over \$1,500,000 .....	
Over \$17,000,000 .....	\$1,000,000 .....	
42 Grassroots nontaxable amount (enter 25% of line 41) .....	42	
43 Subtract line 42 from line 36. Enter -0- if line 42 is more than line 36 .....	43	
44 Subtract line 41 from line 38. Enter -0- if line 41 is more than line 38 .....	44	

**Caution:** If there is an amount on either line 43 or line 44, you must file Form 4720.

**4-Year Averaging Period Under Section 501(h)**(Some organizations that made a section 501(h) election do not have to complete all of the five columns below.  
See the instructions for lines 45 through 50.)

Lobbying Expenditures During 4-Year Averaging Period					
Calendar year (or fiscal year beginning in) ▶	(a) 2004	(b) 2003	(c) 2002	(d) 2001	(e) Total
45 Lobbying nontaxable amount .....					
46 Lobbying ceiling amount (150% of line 45(e)) .....					
47 Total lobbying expenditures .....					
48 Grassroots non-taxable amount .....					
49 Grassroots ceiling amount (150% of line 48(e)) .....					
50 Grassroots lobbying expenditures .....					

**Part VI-B Lobbying Activity by Nonelecting Public Charities**

(For reporting only by organizations that did not complete Part VI-A) (See instructions.)

N/A

During the year, did the organization attempt to influence national, state or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of:

	Yes	No	Amount
a Volunteers .....			
b Paid staff or management (Include compensation in expenses reported on lines c through h.) .....			
c Media advertisements .....			
d Mailings to members, legislators, or the public .....			
e Publications, or published or broadcast statements .....			
f Grants to other organizations for lobbying purposes .....			
g Direct contact with legislators, their staffs, government officials, or a legislative body .....			
h Rallies, demonstrations, seminars, conventions, speeches, lectures, or any other means .....			
i Total lobbying expenditures (add lines c through h.) .....			

If 'Yes' to any of the above, also attach a statement giving a detailed description of the lobbying activities.

BAA

Schedule A (Form 990 or 990-EZ) 2004





Asian American Recovery Services, Inc.

94-3007538

**Statement 1**  
**Form 990, Part II, Line 43**  
**Other Expenses**

	(A) Total	(B) Program Services	(C) Management & General	(D) Fundraising
Client Services & Supplies	171,742.	171,742.		
General Operating	119,842.	77,729.	42,113.	
Insurance	83,073.	26,440.	56,633.	
Professional/ Contractual	154,258.	87,501.	66,757.	
Subcontractors/ Client Service	451,220.	451,220.		
Training	39,956.	33,049.	6,907.	
Vehicle	15,796.	14,200.	1,596.	
Total	\$ 1,035,887.	\$ 861,881.	\$ 174,006.	\$ 0.

**Statement 2**  
**Form 990, Part III**  
**Organization's Primary Exempt Purpose**

To decrease the incidents and impact of substance abuse in the Asian & Pacific Islander communities of San Francisco and other Bay Area Counties.

**Statement 3**  
**Form 990, Part IV, Line 57**  
**Land, Buildings, and Equipment**

Category	Basis	Accum. Deprec.	Book Value
Automobiles / Transportation Equipment	\$ 112,322.	\$ 79,074.	\$ 33,248.
Furniture and Fixtures	29,161.	28,107.	1,054.
Machinery and Equipment	629,511.	528,284.	101,227.
Improvements	130,722.	123,222.	7,500.
Total	\$ 901,716.	\$ 758,687.	\$ 143,029.

**Statement 4**  
**Form 990, Part V**  
**List of Officers, Directors, Trustees, and Key Employees**

Name and Address	Title and Average Hours Per Week Devoted	Compen- sation	Contri- bution to EBP & DC	Expense Account/ Other
Kan Wong 965 Mission Street, Suite 325 San Francisco, CA 94103	Chairman 2	\$ 0.	\$ 0.	\$ 0.
Richard Jue 965 Mission Street, Suite 325 San Francisco, CA 94103	Vice Chairman 2	0.	0.	0.

Asian American Recovery Services, Inc.

94-3007538

Statement 4 (continued)  
Form 990, Part V  
List of Officers, Directors, Trustees, and Key Employees

Name and Address	Title and Average Hours Per Week Devoted	Compen- sation	Contri- bution to EBP & DC	Expense Account/ Other
Cheryl H. Wallace 965 Mission Street, Suite 325 San Francisco, CA 94103	Secretary 2	\$ 0.	\$ 0.	\$ 0.
George Suncin 965 Mission Street, Suite 325 San Francisco, CA 94103	Treasurer 2	0.	0.	0.
Gina Armstrong 965 Mission Street, Suite 325 San Francisco, CA 94103	Director 2	0.	0.	0.
Ramon Calubaquib 965 Mission Street, Suite 325 San Francisco, CA 94103	Director 2	0.	0.	0.
Celinda Cantu 965 Mission Street, Suite 325 San Francisco, CA 94103	Director 2	0.	0.	0.
Teresa Guingona Ferrer 965 Mission Street, Suite 325 San Francisco, CA 94103	Director 2	0.	0.	0.
Nelson S. Kobayashi 965 Mission Street, Suite 325 San Francisco, CA 94103	Director 2	0.	0.	0.
Herb Leung 965 Mission Street, Suite 325 San Francisco, CA 94103	Director 2	0.	0.	0.
Bill Maher 965 Mission Street, Suite 325 San Francisco, CA 94103	Director 2	0.	0.	0.
Sululagi Palega 965 Mission Street, Suite 325 San Francisco, CA 94103	Director 2	0.	0.	0.
Total		\$ 0.	\$ 0.	\$ 0.

Asian American Recovery Services, Inc.

94-3007538

Statement 5  
Schedule A, Part IV-A, Line 22  
Other Income

Description	(a) 2003	(b) 2002	(c) 2001	(d) 2000	(e) Total
Special Events	\$ 19,273.	\$ 29,755.	\$ 12,831.	\$ 57,009.	\$ 118,868.
Total	<u>\$ 19,273.</u>	<u>\$ 29,755.</u>	<u>\$ 12,831.</u>	<u>\$ 57,009.</u>	<u>\$ 118,868.</u>

ASIAN AMERICAN RECOVERY SERVICES, INC.

AUDITED FINANCIAL STATEMENTS AND  
OMB CIRCULAR A-133 REPORTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2005  
WITH COMPARATIVE TOTALS  
(FOR THE FISCAL YEAR ENDED JUNE 30, 2004)  
ALLAN LIU, CERTIFIED PUBLIC ACCOUNTANT

**ASIAN AMERICAN RECOVERY SERVICES, INC.**  
**AUDITED FINANCIAL STATEMENTS AND**  
**OMB CIRCULAR A-133 REPORTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2005**

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Allan Liu, Certified Public Accountant  
2454 – 42<sup>nd</sup> Ave. /San Francisco, CA 94116  
Ph. 415.664.6243 Fax 415.661.9660

**INDEPENDENT AUDITOR'S REPORT**

Board of Directors  
**Asian American Recovery Services, Inc.**  
San Francisco, California

I have audited the accompanying statement of financial position of Asian American Recovery Services, Inc. as of June 30, 2005 and 2004, and the related statements of activities, statement of functional expenses, changes in net assets and cash flows for the years then ended. These financial statements are the responsibility of Asian American Recovery Services, Inc. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Asian American Recovery Services, Inc. as of June 30, 2005 and 2004, and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, I have issued a report dated September 15, 2005 on my consideration of Asian American Recovery Services, Inc.'s internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance *Government Auditing Standards* and should be considered in assessing the results of my audit.

My audit was performed for the purpose of forming an opinion on the basic financial statements of Asian American Recovery Services, Inc., taken as a whole. The accompanying Schedules of Expenditures of Federal and State Awards and supplementary information is presented on pages 10-11, inclusive, for the purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of basic financial statements and, in my opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

*Allan Liu, Certified Public Accountant*

San Francisco, California  
September 15, 2005

**ASIAN AMERICAN RECOVERY SERVICES, INC.**  
**STATEMENT OF FINANCIAL POSITION**  
**JUNE 30, 2005**  
**(With Comparative Totals at June 30, 2004)**

**ASSETS**

	<u>2005</u>	<u>2004</u>
Current Assets:		
Cash	\$ 535,888	\$ 480,240
Investments	933	1,096
Grants Receivable	1,172,978	1,093,056
Other Receivable	139,557	154,585
Recoverable Deposits	35,651	38,502
Prepaid Insurance		11,756
Prepaid Expenses	23,332	27,960
Total Current Assets	<u>1,908,339</u>	<u>1,807,195</u>
Property and Equipment - Net	<u>143,029</u>	<u>169,589</u>
<b>Total Assets</b>	<b><u>\$ 2,051,368</u></b>	<b><u>\$ 1,976,784</u></b>

**LIABILITIES AND NET ASSETS**

Current Liabilities:		
Accounts Payable	\$ 480,800	\$ 183,449
Accrued Expenses	309,796	432,013
Accrued Vacation	330,519	250,227
Line of Credit		
Grant Payable	75,551	131,736
Deferred Income	211,864	300,411
Total Liabilities	<u>1,408,530</u>	<u>1,297,836</u>
Net Assets:		
Unrestricted	483,287	591,879
Temporarily Restricted	159,551	87,069
Total Net Assets	<u>642,838</u>	<u>678,948</u>
<b>Total Liabilities and Net Assets</b>	<b><u>\$ 2,051,368</u></b>	<b><u>\$ 1,976,784</u></b>

See notes to the financial statements



**ASIAN AMERICAN RECOVERY SERVICES, INC.**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2005**  
**(With Comparative Totals at June 30, 2004)**

	Unrestricted	Temporarily Restricted	Total	
			2005	2004
<b>REVENUE</b>				
Grants from Government Agencies	\$ 8,880,015	\$	\$ 8,880,015	\$ 10,085,781
Non-government Grant Revenue	54,899	159,552	214,451	165,060
Special Events	34,723		34,723	19,273
Program Services Revenue	74,364		74,364	71,176
Donations/Sublease/Other Revenue	160,709		160,709	134,061
Net assets released from restrictions	87,069	(87,069)		
<b>Total Revenue</b>	<b>9,291,779</b>	<b>72,483</b>	<b>9,364,262</b>	<b>10,475,351</b>
<b>EXPENSES</b>				
<b>Program Services</b>				
Education and Prevention	744,081		744,081	959,345
Intervention and Outreach	231,247		231,247	876,027
Research	10,138		10,138	288,608
Treatment	7,257,455		7,257,455	7,172,062
<b>Total Program Services</b>	<b>8,242,921</b>		<b>8,242,921</b>	<b>9,296,042</b>
<b>Support Services</b>				
Fund Development	0		0	30,340
Management and General	1,157,450		1,157,450	1,158,718
<b>Total Support Services</b>	<b>1,157,450</b>		<b>1,157,450</b>	<b>1,189,058</b>
<b>Total Expenses and Losses</b>	<b>9,400,371</b>		<b>9,400,371</b>	<b>10,485,100</b>
<b>CHANGE IN NET ASSETS</b>	<b>(108,592)</b>	<b>72,483</b>	<b>(36,109)</b>	<b>(9,749)</b>
<b>NET ASSETS, BEGINNING OF YEAR</b>	<b>591,879</b>	<b>87,068</b>	<b>678,947</b>	<b>688,697</b>
<b>NET ASSETS, END OF YEAR</b>	<b>\$ 483,287</b>	<b>\$ 159,551</b>	<b>\$ 642,838</b>	<b>\$ 678,948</b>

See notes to the financial statements

**ASIAN AMERICAN RECOVERY SERVICES, INC.**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2005**  
**(With Comparative Totals at June 30, 2004)**

	Program Services				Support Services		Total
	Education and Prevention	Intervention and Outreach	Research	Treatment	Management and General	Fund Development	
<b>EXPENSES</b>							
Salaries and Wages	\$ 466,250	\$ 152,223	\$ 1,800	\$ 4,433,593	\$ 574,995	\$	2004 5,807,618
Payroll Taxes and Employee Benefits	116,562	38,786	450	1,108,402	142,783		2005 1,406,983
	582,812	191,009	2,250	5,541,995	717,778	0	7,035,844
Occupancy	62,912	13,586		713,828	102,919		893,245
Supplies	37,582	1,753	5	109,753	9,436		158,529
General Operating	3,863	128		73,738	42,113		119,842
Insurance	751	1,241		24,448	56,633		83,073
Training	6,022	1,632		25,395	6,907		39,956
Equipment	3,784	2,527		61,233	25,636		93,180
Travel	14,068	3,657		38,286	42,669		98,680
Vehicle	1,234	31		12,935	1,596		15,796
Client Supplies and Services	12,231	9,173	(117)	150,455			171,742
Subcontractor/Client Services	100	400		450,720			451,220
Professional/Contractual	18,722	6,110	8,000	54,669	66,757		154,258
Depreciation					85,006		85,006
Total Operations	161,269	40,238	7,888	1,715,460	439,672	0	2,364,527
<b>TOTAL EXPENSES</b>	<b>\$ 744,081</b>	<b>\$ 231,247</b>	<b>\$ 10,138</b>	<b>\$ 7,257,455</b>	<b>\$ 1,157,450</b>	<b>\$ 0</b>	<b>\$ 9,400,371</b>
							<b>\$ 10,485,100</b>

See notes to the financial statements

**ASIAN AMERICAN RECOVERY SERVICES, INC.**  
**STATEMENT OF CASH FLOWS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2005**  
**(With Comparative Totals at June 30, 2004)**

	<u>2005</u>	<u>2004</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in Net Assets	\$ (36,109)	\$ (9,749)
Adjustments to Reconcile Changes in Net Assets to Cash Provided/(Used) by Operating Activities:		
Depreciation	85,006	86,965
<i>(Increase)/Decrease in Operating Assets:</i>		
Grants Receivable	(79,922)	820,324
Investments	163	(79)
Other Receivables	15,028	(126,375)
Recoverable Deposits	2,851	(3,765)
Prepaid Insurance	11,756	(10,542)
Prepaid Expenses	4,628	(9,202)
<i>Increase/(Decrease) in Operating Liabilities:</i>		
Accounts Payable	297,351	(66,467)
Accrued Vacation	80,292	76,765
Accrued Expenses	(122,217)	(33,038)
Grants Payable	(56,185)	16,602
Deferred Income	(88,547)	(271,110)
<b>NET CASH PROVIDED (USED) BY OPERATIONS</b>	<u>114,095</u>	<u>470,329</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchases of Capitalized Equipment	(58,447)	
<b>NET CASH PROVIDED BY INVESTING ACTIVITIES</b>	<u>(58,447)</u>	
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Borrowing on Line of Credit		(70,000)
<b>NET CASH PROVIDED BY FINANCING ACTIVITIES</b>		<u>(70,000)</u>
<b>NET INCREASE (DECREASE) IN CASH</b>	55,648	400,329
<b>CASH AND CASH EQUIVALENTS</b>		
Beginning of Year	<u>480,240</u>	<u>79,911</u>
End of Year	<u>\$ 535,888</u>	<u>\$ 480,240</u>

See notes to the financial statements

**ASIAN AMERICAN RECOVERY SERVICES, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2005**

**NOTE A: BACKGROUND AND ACCOUNTING POLICIES**

**General**

The mission of Asian American Recovery Services, Inc. (AARS) is to decrease the incidence and impact of substance abuse in the Asian and Pacific Islander communities of San Francisco and other Bay Area counties. To accomplish this mission, AARS develops and provides innovative prevention, treatment and research services for individuals, families, and communities. Because there are multiple causes and effects of substance abuse, AARS also engages in ancillary activities to meet its goal. AARS receives its funding primarily from governmental agencies.

**Basis of Accounting**

The financial statements are prepared on the accrual basis of accounting.

**Financial Statement Presentation**

AARS follows the Statement of Financial Accounting Standards (SFAS) No. 117, *Financial Statements of Not-for-Profit Organizations*. Under SFAS No. 117, the Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. Unrestricted net assets include contracts and grants received for specific purposes, which are recognized as support to the extent of related expenses incurred in compliance with the specific restrictions. Support that is restricted by the donor is reported as an increase in the reporting period and as temporarily restricted if the restriction has not expired by the end of fiscal year. Permanently restricted net asset include endowments that donors have stipulated shall be maintained in perpetuity and invested to produce income. Currently, there are no permanently restricted net assets as of June 30, 2005. In addition, AARS is required to present a statement of cash flows.

**Property and Equipment**

Property and equipment are stated at cost if purchased, or at fair market value at the date of donation if donated. Depreciation is computed using the straight-line method over the estimated useful lives of the related assets. Expenditures for repairs and maintenance are charged to expense as incurred.

### **Donated Property and Equipment**

Donations of property and equipment are recorded as support at their estimated fair value at the date of donation. Such donations are reported as unrestricted support unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted support. Absent donor stipulations regarding how long those donated assets must be maintained, the agency reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The organization reclassifies temporarily restricted net assets to unrestricted net assets at that time.

### **Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from these estimates.

### **Cash and Cash Equivalents**

AARS considers all unrestricted highly liquid investments with an initial maturity of three months or less to be cash equivalents. AARS maintains cash balances at financial institutions, which at times may exceed federally insured limits. AARS has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk on cash and cash equivalents.

### **Functional Allocation of Expenses**

Costs of providing the agency's programs and other activities have been summarized on a functional basis in the Statement of Activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

### **Statement of Cash Flows**

For purposes of the statement of cash flows, the Organization considers all short term investments with an original maturity of three months or less to be cash equivalents.

### **Tax Status**

Asian American Recovery Services, Inc. has been granted tax exemption under Section 501(c)(3) of the Internal Revenue Code and California Revenue and Tax Code Section 23701d.

### **Comparative Information**

The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Agency's financial statements for the year ended June 30, 2004, from which the summarized material was derived.

**NOTE B: PROPERTY AND EQUIPMENT**

Property and Equipment are comprised of the following as of June 30, 2005:

	<u>Cost</u>	<u>Accumulated Depreciation</u>	<u>Net Book Value</u>
Leasehold Improvements	\$130,722	\$123,222	\$7,500
Equipment	629,511	528,284	101,227
Furniture and Fixtures	29,161	28,107	1,054
Vehicles	<u>112,322</u>	<u>79,074</u>	<u>33,248</u>
	<u>\$901,716</u>	<u>\$758,687</u>	<u>\$143,029</u>

Depreciation expense as of June 30, 2004 is \$ 86,965.

**NOTE C: LINE OF CREDIT**

The Agency has one unsecured bank line of credit for \$400,000, which expires on February 10, 2010. The floating rate is 2.0% percent over the bank's prime rate. There is no balance outstanding at June 30, 2005.

**NOTE D: RESTRICTIONS ON NET ASSETS**

Temporarily restricted net assets are available for the following purpose:

Education/Prevention	\$ 21,659
General Management	<u>137,892</u>
	<u>\$ 159,551</u>

**NOTE E: LEASES**

The Agency leases offices and equipment under operating leases expiring at various times through 200. Minimum future rental payments under noncancellable operating leases are as follows for the year ending June 30:

<u>Year</u>	
2006	\$ 412,988
2007	381,740
2008	268,377
2009	222,257
2010	<u>173,940</u>
	<u>\$ 1,459,302</u>

#### **NOTE F: PENSION PLAN**

AARS contributes to a defined contribution pension plan for qualifying employees. Employee must be at least 21 years of age and must have completed at least one year of service (at least 1,000 hours of service preceding anniversary date) to qualify for employer contributions. No employee contributions are required. Employer contributions of 2 percent of qualifying employee's gross wages were \$95,987 for the year ended June 30, 2005.

#### **NOTE G: CONTINGENCIES**

The agency receives funds from various government sources that are subject to inspection and audit by the appropriate governmental funding agencies. The purpose is to determine whether program funds were used in accordance with their respective guidelines and regulations. The potential exists for disallowance of previously funded program costs. The ultimate liability, if any, which may result from these governmental audits cannot be reasonably estimated and, accordingly, the Agency has no provision for the possible disallowance of program costs in their financial statements.

**ASIAN AMERICAN RECOVERY SERVICES, INC.**  
Schedule of Income and Expenses by Contract  
Year Ended June 30, 2005

	Education and Prevention	Intervention and Outreach	Intervention and Outreach	Intervention and Outreach	Research	Treatment	Treatment	Treatment
	SF CBHS - COPPPASA Prim Prev 7/1/04-6/30/05	Youth Power - TMHS Wellness 7/1/04-9/30/04	Youth Power - TMHS Wellness 10/1/04-4/30/05	SF CBHS - COPPPASA Sec Prev 7/1/04-6/30/05	SAMHSA - Focus Groups 7/1/04-9/30/04	SF CBHS - ADAPT 7/1/04-6/30/05	SF CBHS - ADAPT - SACPA 7/1/04-6/30/05	SF CBHS - ADAPT MHS 7/1/04-6/30/05
<b>Income</b>								
Grant Revenue	\$ 266,703	\$ 8,867	\$ 5,880	\$ 28,475	\$ 11,614	\$ 283,822	\$ 97,356	\$ 74,562
Program Revenue								
Donation/Other								
<b>Total Income</b>	<u>266,703</u>	<u>8,867</u>	<u>5,880</u>	<u>28,475</u>	<u>11,614</u>	<u>283,822</u>	<u>97,356</u>	<u>74,562</u>
<b>Personnel</b>								
Salaries and Wages	157,913	2,774	2,750	24,992	1,800	150,206	61,275	48,107
Payroll Taxes and Benefits	39,478	677	687	6,248	450	37,552	15,319	12,026
<b>Total Personnel</b>	<u>197,391</u>	<u>3,451</u>	<u>3,437</u>	<u>31,240</u>	<u>2,250</u>	<u>187,758</u>	<u>76,594</u>	<u>60,133</u>
<b>Operations</b>								
Occupancy	26,036					32,460	10,331	6,440
Supplies	1,895		26		5	7,278		
General Operating	1,680					408		
Insurance						1,189		
Training	3,058					2,264		
Equipment	1,370					2,384		
Travel	4,836					416		
Vehicle	879	9	8			1,181		
Client Supplies and Services	984	4,500	1,779		(117)	12,907		
Subcontractors/Client Services						5,150		
Professional/Contractual								
<b>Total Operations</b>	<u>40,738</u>	<u>4,509</u>	<u>1,813</u>		<u>8,000</u>	<u>65,637</u>	<u>10,331</u>	<u>6,440</u>
<b>Total Direct Expenses</b>	238,129	7,960	5,250	31,240	10,138	253,395	86,925	66,573
Indirect Expenses	28,574	907	630	3,750	1,476	30,427	10,431	7,989
<b>Total Expenses Before Depreciation</b>	<u>\$ 266,703</u>	<u>\$ 8,867</u>	<u>\$ 5,880</u>	<u>\$ 34,990</u>	<u>\$ 11,614</u>	<u>\$ 283,822</u>	<u>\$ 97,356</u>	<u>\$ 74,562</u>
<b>Depreciation Expense</b>								
<b>Excess / (Deficit)</b>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ (6,515)</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>



**ASIAN AMERICAN RECOVERY SERVICES, INC.**  
Schedule of Income and Expenses by Contract  
Year Ended June 30, 2005

	Treatment SF CBHS - ADAPT MHS SAMHSA 7/1/04-6/30/05	Treatment SF CBHS - Lee Woodward Counseling 7/1/04-6/30/05	Treatment SF CBHS - PAES Counseling 7/1/04-6/30/05	Treatment SF CBHS - Residential 7/1/04-6/30/05	Treatment SF CBHS - Residential FSET 7/1/04-6/30/05	Treatment San Benito - Residential SACPA 7/1/04-6/30/05	Treatment SF CBHS - MHS Admin GF/SB90 7/1/04-6/30/05
<b>Income</b>							
Grant Revenue	\$ 37,500	\$ 273,372	\$ 1,033,290	\$ 37,977	\$ 82,059	\$ 38,000	\$ 228,597
Program Revenue							
Donation/Other							
<b>Total Income</b>	<u>37,500</u>	<u>273,372</u>	<u>1,033,290</u>	<u>37,977</u>	<u>82,059</u>	<u>38,000</u>	<u>228,597</u>
<b>Personnel</b>							
Salaries and Wages	24,752	147,941	689,653	27,126	51,816	27,158	161,354
Payroll Taxes and Benefits	6,188	36,985	172,413	6,702	12,951	6,790	40,338
<b>Total Personnel</b>	<u>30,940</u>	<u>184,926</u>	<u>862,066</u>	<u>33,908</u>	<u>64,767</u>	<u>33,948</u>	<u>201,692</u>
<b>Operations</b>							
Occupancy	2,545	80,310	991		8,500		
Supplies		2,069	9,634				
General Operating		1,988	566				
Insurance							
Training		619	5,583				
Equipment		3,905	1,977				
Travel		669	3,197				
Vehicle							2,412
Client Supplies and Services		2,405	13,711				
Subcontractors/Client Services		14,700	33,165				
Professional/Contractual		5,869					
<b>Total Operations</b>	<u>2,545</u>	<u>112,534</u>	<u>68,824</u>	<u>120,113</u>	<u>8,500</u>		<u>2,412</u>
<b>Total Direct Expenses</b>	<u>33,485</u>	<u>297,460</u>	<u>930,890</u>	<u>33,908</u>	<u>73,267</u>	<u>33,948</u>	<u>204,104</u>
Indirect Expenses	4,015	35,692	102,400	4,069	8,792	4,052	24,493
<b>Total Expenses Before Depreciation</b>	<u>\$ 37,500</u>	<u>\$ 333,152</u>	<u>\$ 1,033,290</u>	<u>\$ 37,977</u>	<u>\$ 82,059</u>	<u>\$ 38,000</u>	<u>\$ 228,597</u>
<b>Depreciation Expense</b>							
<b>Excess / (Deficit)</b>	<u>\$ 0</u>	<u>\$ (59,780)</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

**ASIAN AMERICAN RECOVERY SERVICES, INC.**  
Schedule of Income and Expenses by Contract  
Year Ended June 30, 2005

	Treatment SF CBHS - MHS Admin SF CFC/Prop10 7/1/04-6/30/05	Treatment SF CBHS - MHS Admin CM CSOC 1/1/05-6/30/05	Treatment SF CBHS - MHS Admin CM SAMHSA Adult 7/1/04-6/30/05	Treatment SF CBHS - MHS Admin CM SAMHSA FMP 7/1/04-6/30/05	Treatment SF CBHS - MHS Admin CYF FMP GF 1/1/05-6/30/05	Treatment SF CBHS - MHS Admin CYF Cap Medical FMP 1/1/05-6/30/05	Treatment SF CBHS - MHS Admin SAMHSA FMP 1/1/05-6/30/05	Treatment SF CBHS - MHS Admin CYF FCM GF 1/1/05-6/30/05
<b>Income</b>								
Grant Revenue	\$ 19,053	\$ 57,146	\$ 5,777	\$ 79,984	\$ 26,812	\$ 265,700	\$ 21,342	\$ 5,830
Program Revenue								
Donation/Other	19,053	57,146	5,777	79,984	26,812	265,700	21,342	5,830
<b>Total Income</b>								
<b>Personnel</b>								
Salaries and Wages	13,610	40,456	4,126	57,131	19,152	188,487	15,245	4,165
Payroll Taxes and Benefits	3,402	10,114	1,032	14,283	4,788	47,122	3,811	1,041
<b>Total Personnel</b>	17,012	50,570	5,158	71,414	23,940	235,609	19,056	5,206
<b>Operations</b>								
Occupancy						81		
Supplies								
General Operating								
Insurance								
Training								
Equipment								
Travel		453				1,542		
Vehicle								
Client Supplies and Services								
Subcontractors/Client Services								
Professional/Contractual								
<b>Total Operations</b>		453				1,623		
<b>Total Direct Expenses</b>	17,012	51,023	5,158	71,414	23,940	237,232	19,056	5,206
Indirect Expenses	2,041	6,123	619	8,570	2,872	28,468	2,286	624
<b>Total Expenses Before Depreciation</b>	\$ 19,053	\$ 57,146	\$ 5,777	\$ 79,984	\$ 26,812	\$ 265,700	\$ 21,342	\$ 5,830
<b>Depreciation Expense</b>								
<b>Excess / (Deficit)</b>	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

**ASIAN AMERICAN RECOVERY SERVICES, INC.**  
Schedule of Income and Expenses by Contract  
Year Ended June 30, 2005

	Treatment SF CBHS - MHS Admin CYF FCM DHS 1/1/05-6/30/05	Treatment SF CBHS - MHS Admin CYF SPMP GF 1/1/05-6/30/05	Treatment SF CBHS - MHS Admin CYF SPMP DHS 1/1/05-6/30/05	Treatment SF CBHS - SAS Admin Client Grievance 7/1/04-6/30/05	Treatment SF CBHS - SAS Admin DHS SSI 7/1/04-6/30/05	Treatment SF CBHS - SAS Admin OBOT 7/1/04-4/30/05	Treatment SF CBHS - SAS Admin Program Analyst 7/1/04-6/30/05	Treatment SF CBHS - SAS Admin PIC 7/1/04-9/29/04
<b>Income</b>								
Grant Revenue	\$ 84,910	\$ 39,680	\$ 245,638	\$ 75,000	\$ 23,480	\$ 6,217	\$ 64,485	\$ 23,041
Program Revenue								
Donation/Other								
<b>Total Income</b>	<u>84,910</u>	<u>39,680</u>	<u>245,638</u>	<u>75,000</u>	<u>23,480</u>	<u>6,217</u>	<u>64,485</u>	<u>23,041</u>
<b>Personnel</b>								
Salaries and Wages	60,649	28,343	175,456	53,570	16,772	911	46,060	16,460
Payroll Taxes and Benefits	15,162	7,086	43,864	13,380	4,193	230	11,515	4,120
<b>Total Personnel</b>	<u>75,811</u>	<u>35,429</u>	<u>219,320</u>	<u>66,960</u>	<u>20,965</u>	<u>1,141</u>	<u>57,575</u>	<u>20,580</u>
<b>Operations</b>								
Occupancy								
Supplies								
General Operating								
Insurance								
Training								
Equipment								
Travel								
Vehicle								
Client Supplies and Services								
Subcontractors/Client Services								
Professional/Contractual						4,410		
<b>Total Operations</b>						<u>4,410</u>		
<b>Total Direct Expenses</b>	75,811	35,429	219,320	66,960	20,965	5,551	57,575	20,580
Indirect Expenses	9,099	4,251	26,318	8,040	2,515	666	6,910	2,461
<b>Total Expenses Before Depreciation</b>	<u>\$ 84,910</u>	<u>\$ 39,680</u>	<u>\$ 245,638</u>	<u>\$ 75,000</u>	<u>\$ 23,480</u>	<u>\$ 6,217</u>	<u>\$ 64,485</u>	<u>\$ 23,041</u>
<b>Depreciation Expense</b>								
<b>Excess / (Deficit)</b>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

**ASIAN AMERICAN RECOVERY SERVICES, INC.**

Schedule of Income and Expenses by Contract

Year Ended June 30, 2005

	Treatment SF CBHS - SAS Admin WACFS 7/1/04-6/30/05	Treatment SF CBHS - Drug Court MYLEB 7/1/04-9/30/04	Treatment SF CBHS - Drug Court MYLEB 10/1/04-6/30/05	Treatment SF CBHS - Drug Court Partnership Yr. 5 7/1/04-6/30/05	Treatment SF CBHS - Drug Court Partnership Yr. 6 7/1/04-9/30/05	Treatment SF CBHS - Drug Court Workorder 9/1/04-6/30/05	Treatment SF CBHS - Drug Court CDCI 7/1/04-12/28/04
<b>Income</b>							
Grant Revenue	\$ 48,399	\$ 420,177	\$ 207,821	\$ 31,809	\$ 375,175	\$ 41,667	\$ 26,650
Program Revenue							
Donation/Other	48,399	420,177	207,821	31,809	375,175	41,667	26,650
<b>Total Income</b>							
<b>Personnel</b>							
Salaries and Wages		113,400	148,465		117,230	33,333	21,320
Payroll Taxes and Benefits		28,350	37,116		29,308	8,334	5,330
<b>Total Personnel</b>		141,750	185,581		146,538	41,667	26,650
<b>Operations</b>							
Occupancy	15,000	71,789			31,006		
Supplies		8,654			3,451		
General Operating	24,992	337			112		
Insurance	8,407	3,989			1,709		
Training		4,424			4,054		
Equipment		12,008			1,262		
Travel		7,335			437		
Vehicle		1,074			9,822		
Client Supplies and Services		7,291	22,240	29,590	150,609		
Subcontractors/Client Services		61,384					
Professional/Contractual							
<b>Total Operations</b>	48,399	178,285	22,240	29,590	202,462		
<b>Total Direct Expenses</b>	48,399	320,035	207,821	29,590	349,000	41,667	26,650
Indirect Expenses		100,142		2,219	26,175		
<b>Total Expenses Before Depreciation</b>	\$ 48,399	\$ 420,177	\$ 207,821	\$ 31,809	\$ 375,175	\$ 41,667	\$ 26,650
<b>Depreciation Expense</b>							
<b>Excess / (Deficit)</b>	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

**ASIAN AMERICAN RECOVERY SERVICES, INC.**  
Schedule of Income and Expenses by Contract  
Year Ended June 30, 2005

	Treatment	Treatment	Treatment	Treatment	Treatment	Treatment	Treatment	Total
	SF CBHS - Drug Court CDCI	SF CBHS - TAP	SF CBHS - TAP SACPA	SF CBHS - TAP SATTA	SF CBHS - TAP DHS CAAP	SF JPD - Straight Forward Club		San Francisco
	12/29/04-6/30/05	7/1/04-6/30/05	7/1/04-6/30/05	7/1/04-6/30/05	7/1/04-6/30/05	7/1/04-6/30/05		
<b>Income</b>								
Grant Revenue	\$ 27,092	\$ 560,225	\$ 642,878	\$ 177,955	\$ 60,602	\$ 25,000	\$	6,729,401
Program Revenue								
Donation/Other								
<b>Total Income</b>	<b>27,092</b>	<b>560,225</b>	<b>642,878</b>	<b>177,955</b>	<b>60,602</b>	<b>25,000</b>		<b>6,729,401</b>
<b>Personnel</b>								
Salaries and Wages	21,674	225,694	354,842	126,440	43,287			3,809,662
Payroll Taxes and Benefits	5,418	56,423	88,711	31,610	10,822			952,401
<b>Total Personnel</b>	<b>27,092</b>	<b>282,117</b>	<b>443,553</b>	<b>158,050</b>	<b>54,109</b>			<b>4,762,063</b>
<b>Operations</b>								
Occupancy		75,257	81,420			367		522,723
Supplies		7,981	7,161			595		53,475
General Operating		3,372	2,847			505		38,080
Insurance		606	606					16,506
Training		3,268	552					21,021
Equipment		12,108	3,561			3,634		48,072
Travel		2,682	470			440		26,836
Vehicle							7,343	
Client Supplies and Services		3,872	3,310	838		1,156		116,821
Subcontractors/Client Services		108,945	30,518					434,061
Professional/Contractual						16,030		34,309
<b>Total Operations</b>		<b>218,091</b>	<b>130,445</b>	<b>838</b>		<b>22,727</b>		<b>1,319,247</b>
<b>Total Direct Expenses</b>	<b>27,092</b>	<b>500,208</b>	<b>573,998</b>	<b>158,888</b>	<b>54,109</b>	<b>22,727</b>		<b>6,081,310</b>
Indirect Expenses		60,017	68,880	19,067	6,493	2,273		714,386
<b>Total Expenses Before Depreciation</b>	<b>\$ 27,092</b>	<b>\$ 560,225</b>	<b>\$ 642,878</b>	<b>\$ 177,955</b>	<b>\$ 60,602</b>	<b>\$ 25,000</b>		<b>\$ 6,795,696</b>
<b>Depreciation Expense</b>							\$	-
<b>Excess / (Deficit)</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>		<b>\$ (66,285)</b>

**ASIAN AMERICAN RECOVERY SERVICES, INC.**  
Schedule of Income and Expenses by Contract  
Year Ended June 30, 2005

	Education and Prevention	Education and Prevention	Education and Prevention	Education and Prevention	Education and Prevention	Education and Prevention	Education and Prevention
	SM - Stay Safe SDFS 7/1/04-12/31/04	SM - Stay Safe SDFS 1/1/05-6/30/05	SM - Stay Safe SDFS Augmt 1/1/05-6/30/05	SM - Stay Safe PCF 7/1/04-4/30/05	SM - Stay Safe PCF Augmt 1/1/05-6/30/05	SM - Stay Safe PCF 5/1/05-6/30/05	SM Stay Safe SMCADS 7/1/04-6/30/05
							SM - HIV Prevention 7/1/04-6/30/05
<b>Income</b>							
Grant Revenue	\$ 55,498	\$ 54,000	\$ 5,175		\$ 4,000	\$ 30,000	\$ 60,600
Program Revenue							
Donation/Other							
<b>Total Income</b>	<b>55,498</b>	<b>54,000</b>	<b>5,175</b>		<b>4,000</b>	<b>30,000</b>	<b>60,600</b>
<b>Personnel</b>							
Salaries and Wages	34,013	30,918		33,397		5,588	36,560
Payroll Taxes and Benefits	8,503	7,730		8,349		1,397	9,140
<b>Total Personnel</b>	<b>42,516</b>	<b>38,648</b>		<b>41,746</b>		<b>6,985</b>	<b>45,700</b>
<b>Operations</b>							
Occupancy	3,795	7,439		4,325	288	1,399	5,823
Supplies	1,413	989	2,317	919	1,079	286	1,343
General Operating	12	143		223			84
Insurance	319			259			173
Training	230	322		488		156	258
Equipment	111	276		165	328		350
Travel	195	181	560	231		245	297
Vehicle	16		1,943	60	34	20	54
Client Supplies and Services		150		50	400		25
Subcontractors/Client Services							
Professional/Contractual	3,000	2,000					
<b>Total Operations</b>	<b>9,091</b>	<b>11,500</b>	<b>4,820</b>	<b>6,720</b>	<b>2,129</b>	<b>2,106</b>	<b>8,407</b>
<b>Total Direct Expenses</b>	<b>51,607</b>	<b>50,148</b>	<b>4,820</b>	<b>48,466</b>	<b>2,129</b>	<b>9,091</b>	<b>54,107</b>
Indirect Expenses	3,891	3,852	355	4,847	213	909	6,493
<b>Total Expenses Before Depreciation</b>	<b>\$ 55,498</b>	<b>\$ 54,000</b>	<b>\$ 5,175</b>	<b>\$ 53,313</b>	<b>\$ 2,342</b>	<b>\$ 10,000</b>	<b>\$ 60,600</b>
<b>Depreciation Expense</b>							
<b>Excess / (Deficit)</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ (53,313)</b>	<b>\$ 1,658</b>	<b>\$ 20,000</b>	<b>\$ 0</b>

**ASIAN AMERICAN RECOVERY SERVICES, INC.**  
Schedule of Income and Expenses by Contract  
Year Ended June 30, 2005

	Treatment	Treatment	Treatment	Treatment	Treatment	Treatment	Treatment	Treatment	Treatment
	SM	SM - ODASA	SM - ODASA	SM - ODASA	SM - ODASA Tx	SM - ODASA	SM - ODASA	SM - ODASA	SM - SACP
	Project Lakas	Outpatient	Expansion	Intensive OP	Readiness	Drug Court	Outpatient	Outpatient	Outpatient
	7/1/04-12/1/04	7/1/04-6/30/05	7/1/04-6/30/05	7/1/04-6/30/05	7/1/04-6/30/05	7/1/04-6/30/05	7/1/04-6/30/05	7/1/04-6/30/05	7/1/04-6/30/05
<b>Income</b>									
Grant Revenue		\$ 90,286	\$ 20,374	\$ 185,247	\$ 18,572	\$ 10,179	\$ 28,330	\$ 41,685	
Program Revenue		1,178		1,337					
Donation/Other		91,464	20,374	186,584	18,572	10,179	28,330	41,685	
<b>Total Income</b>									
<b>Personnel</b>									
Salaries and Wages	7,200	50,758	11,454	101,445	10,442	6,130	13,896	17,482	
Payroll Taxes and Benefits	1,800	12,889	2,884	25,362	2,610	1,532	3,424	4,371	
<b>Total Personnel</b>	9,000	63,447	14,318	126,807	13,052	7,662	17,120	21,853	
<b>Operations</b>									
Occupancy		11,063	2,316	16,229	2,271	120	2,545	7,776	
Supplies	154	5,182	701	8,395	734	806	1,048	1,634	
General Operating		616	475	1,362	273		2,265	2,716	
Insurance									
Training	171	274	5	155	5		25		
Equipment		769	171	1,159	158		59		
Travel	68	103	158	1,625	21		20		
Vehicle							20		
Client Supplies and Services		210	47	4,171	68	20	232	400	
Subcontractors/Client Services				5,700				840	
Professional/Contractual				990		480	1,980	1,980	
<b>Total Operations</b>	393	18,217	3,873	39,786	3,530	1,426	8,174	15,366	
<b>Total Direct Expenses</b>	9,393	81,664	18,191	166,593	16,582	9,088	25,294	37,219	
Indirect Expenses	891	9,800	2,183	19,991	1,990	1,091	3,036	4,468	
<b>Total Expenses Before Depreciation</b>	\$ 10,284	\$ 91,464	\$ 20,374	\$ 186,584	\$ 18,572	\$ 10,179	\$ 28,330	\$ 41,685	
<b>Depreciation Expense</b>									
Excess / (Deficit)	\$ (10,284)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	

**ASIAN AMERICAN RECOVERY SERVICES, INC.**  
Schedule of Income and Expenses by Contract  
Year Ended June 30, 2005

	Treatment	Treatment	Treatment	Treatment	Treatment	Treatment	Total San Mateo
	SM - SACPA UA 7/1/04-6/30/05	SM - SACPA Low Intensity 7/1/04-6/30/05	SM -APF 7/1/04-6/30/05	Project Reconnect 10/1/04-6/30/05	SM Project Oasis 7/1/04-6/30/05		
<b>Income</b>							
Grant Revenue	\$ 7,196	\$ 2,022	\$ 20,000	\$ 153,040	\$ 90,000	\$	\$ 901,204
Program Revenue							2,515
Donation/Other							
<b>Total Income</b>	<u>7,196</u>	<u>2,022</u>	<u>20,000</u>	<u>153,040</u>	<u>90,000</u>		<u>903,719</u>
<b>Personnel</b>							
Salaries and Wages		1,444	11,735	73,583	54,110		499,955
Payroll Taxes and Benefits		361	2,934	18,396	13,528		124,990
<b>Total Personnel</b>		<u>1,805</u>	<u>14,669</u>	<u>91,979</u>	<u>67,638</u>		<u>624,945</u>
<b>Operations</b>							
Occupancy	236		1,555	15,082	9,098		89,569
Supplies			25	4,420	2,937		61,148
General Operating				774	120		9,088
Insurance				450	248		1,449
Training			348	1,549	606		4,567
Equipment				1,030	490		5,032
Travel				7,687	552		11,982
Vehicle				174	129		527
Client Supplies and Services	6,960		425	360			15,461
Subcontractors/Client Services							6,540
Professional/Contractual			1,160	11,500			23,090
<b>Total Operations</b>	<u>7,196</u>		<u>3,513</u>	<u>43,026</u>	<u>14,180</u>		<u>228,453</u>
<b>Total Direct Expenses</b>	7,196	1,805	18,182	135,005	81,818		853,398
Indirect Expenses		217	1,818	18,035	8,182		92,260
<b>Total Expenses Before Depreciation</b>	<u>\$ 7,196</u>	<u>\$ 2,022</u>	<u>\$ 20,000</u>	<u>\$ 153,040</u>	<u>\$ 90,000</u>		<u>\$ 945,658</u>
<b>Depreciation Expense</b>						\$	-
<b>Excess / (Deficit)</b>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>		<u>\$ (41,939)</u>



**ASIAN AMERICAN RECOVERY SERVICES, INC.**  
Schedule of Income and Expenses by Contract  
Year Ended June 30, 2005

	Education and Prevention	Education and Prevention	Intervention and Outreach	Intervention and Outreach	Intervention and Outreach	Intervention and Outreach	Intervention and Outreach	Intervention and Outreach
	SC - Juvenile Hall 8/30/04-6/30/05	SC DADS - CAPS Prevention 7/1/04-8/30/05	City of Milpitas - CDBG 7/1/04-6/30/05	City of San Jose BEST 7/1/04-8/31/04	City of San Jose HNVP 7/1/04-6/30/05	SC - DPH Ryan White Project CARES 7/1/04-2/28/05	SC - DPH Ryan White Project CARES 3/1/05-6/30/05	SC - NAWHO Project Lotus 7/1/04-11/30/04
<b>Income</b>								
Grant Revenue	\$ 15,000	\$ 260,000	\$ 5,000	\$ 13,984	\$ 77,988	\$ 58,193	\$ 27,242	\$ 12,551
Program Revenue								
Donation/Other								
<b>Total Income</b>	<u>15,000</u>	<u>260,000</u>	<u>5,000</u>	<u>13,984</u>	<u>77,988</u>	<u>58,193</u>	<u>27,242</u>	<u>12,551</u>
<b>Personnel</b>								
Salaries and Wages	10,408	157,453	4,000	8,958	48,414	36,373	13,756	6,839
Payroll Taxes and Benefits	2,602	39,363	1,000	2,375	12,351	9,457	3,439	1,710
<b>Total Personnel</b>	<u>13,010</u>	<u>196,816</u>	<u>5,000</u>	<u>11,331</u>	<u>60,765</u>	<u>45,830</u>	<u>17,195</u>	<u>8,549</u>
<b>Operations</b>								
Occupancy		14,143		504	3,696	4,920	2,404	
Supplies		372		12	575	360	780	
General Operating		223			37		31	
Insurance								
Training		1,510		50	300	100	201	809
Equipment		1,184			400	144	1,983	
Travel	383	6,630		344	1,500	600	442	214
Vehicle					31			
Client Supplies and Services		3,318		106	1,269		1,287	400
Subcontractors/Client Services								
Professional/Contractual		7,947						1,235
<b>Total Operations</b>	<u>383</u>	<u>35,327</u>		<u>1,016</u>	<u>7,808</u>	<u>6,124</u>	<u>7,128</u>	<u>2,658</u>
<b>Total Direct Expenses</b>	<u>13,393</u>	<u>232,143</u>	<u>5,000</u>	<u>12,347</u>	<u>68,573</u>	<u>51,954</u>	<u>24,323</u>	<u>11,207</u>
Indirect Expenses	1,607	27,857		1,637	9,415	6,236	2,919	1,344
<b>Total Expenses Before Depreciation</b>	<u>\$ 15,000</u>	<u>\$ 260,000</u>	<u>\$ 5,000</u>	<u>\$ 13,984</u>	<u>\$ 77,988</u>	<u>\$ 58,190</u>	<u>\$ 27,242</u>	<u>\$ 12,551</u>
<b>Depreciation Expense</b>								
<b>Excess / (Deficit)</b>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 3</u>	<u>\$ 0</u>	<u>\$ 0</u>

**ASIAN AMERICAN RECOVERY SERVICES, INC.**  
Schedule of Income and Expenses by Contract  
Year Ended June 30, 2005

	Intervention and Outreach	Treatment SC DADS - Adolescent OP 7/1/04-6/30/05	Treatment SC DADS - Adult Outpatient 7/1/04-6/30/05	Treatment SC DADS - Calworks OP 7/1/04-6/30/05	Treatment SC DADS - GFCC Calworks OP 7/1/04-6/30/05	Total Santa Clara
<b>Income</b>						
Grant Revenue	\$ 15,000	\$ 165,576	\$ 176,852	\$ 333,538	\$ 145,814	\$ 1,306,738
Program Revenue			10,313			10,313
Donation/Other						
<b>Total Income</b>	<b>15,000</b>	<b>165,576</b>	<b>187,165</b>	<b>333,538</b>	<b>145,814</b>	<b>1,317,051</b>
<b>Personnel</b>						
Salaries and Wages	3,369	96,588	100,885	170,569	86,639	744,249
Payroll Taxes and Benefits	842	24,147	25,221	42,642	21,660	186,809
<b>Total Personnel</b>	<b>4,211</b>	<b>120,735</b>	<b>126,106</b>	<b>213,211</b>	<b>108,299</b>	<b>931,058</b>
<b>Operations</b>						
Occupancy	2,062	19,139	31,722	48,663	13,809	141,082
Supplies		376	1,388	5,268	1,319	10,450
General Operating	60	225	1,086	313	611	2,586
Insurance	1,241					1,241
Training	172	562	1,445	1,873	639	7,461
Equipment		967	2,622	4,930	2,016	14,246
Travel	540	1,798	917	1,750	1,253	16,371
Vehicle		78	227	405	480	1,221
Client Supplies and Services	232	2,490	716	3,787	1,765	14,970
Subcontractors/Client Services				9,880		10,280
Professional/Contractual	4,875	1,466	882	7,922		24,327
<b>Total Operations</b>	<b>9,182</b>	<b>27,101</b>	<b>41,005</b>	<b>84,591</b>	<b>21,892</b>	<b>244,215</b>
<b>Total Direct Expenses</b>	<b>13,393</b>	<b>147,836</b>	<b>167,111</b>	<b>297,802</b>	<b>130,191</b>	<b>1,175,273</b>
Indirect Expenses	1,607	17,740	20,054	35,736	15,623	141,775
<b>Total Expenses Before Depreciation</b>	<b>\$ 15,000</b>	<b>\$ 165,576</b>	<b>\$ 187,165</b>	<b>\$ 333,538</b>	<b>\$ 145,814</b>	<b>\$ 1,317,048</b>
<b>Depreciation Expense</b>						\$ -
<b>Excess / (Deficit)</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 3</b>

**ASIAN AMERICAN RECOVERY SERVICES, INC.**  
Schedule of Income and Expenses by Contract  
Year Ended June 30, 2005

	Education and Prevention	Intervention and Outreach	Treatment	Support Services	Support Services	Fund Development	Elimination	Agency Total
	Other	Other	Other	General and Management				
	7/1/02-6/30/03	7/1/02-6/30/03	7/1/02-6/30/03					
<b>Income</b>								
Grant Revenue	\$ -			\$ 1,094,146			\$ (953,676)	\$ 9,077,813
Program Revenue	125		48,900	37,180.00				\$ 99,033
Donation/Other	21,560		60,896	97,395.00		\$ 7,565		\$ 187,416
<b>Total Income</b>	<u>21,685</u>		<u>109,796</u>	<u>1,228,721</u>		<u>7,565</u>	<u>(953,676)</u>	<u>\$ 9,364,262</u>
<b>Personnel</b>								
Salaries and Wages	-			574,995				\$ 5,628,861
Payroll Taxes and Benefits	-			142,783				\$ 1,406,983
<b>Total Personnel</b>	<u>-</u>			<u>717,778</u>				<u>\$ 7,035,844</u>
<b>Operations</b>								
Occupancy	(336)		37,308	102,919				\$ 893,245
Supplies	1,969		22,051	9,438				\$ 158,529
General Operating	1,498		26,477	42,113				\$ 119,842
Insurance	-		7,244	56,633				\$ 83,073
Training	-			6,907				\$ 39,956
Equipment	-		194	25,636				\$ 93,180
Travel	510		312	42,669				\$ 98,680
Vehicle	171		4,938	1,596				\$ 15,796
Client Supplies and Services	5,361		19,129					\$ 171,742
Subcontractors/Client Services	100		239					\$ 451,220
Professional/Contractual	5,775			66,757				\$ 154,258
<b>Total Operations</b>	<u>15,048</u>		<u>117,892</u>	<u>354,666</u>				<u>\$ 2,279,521</u>
<b>Total Direct Expenses</b>	<u>15,048</u>		<u>117,892</u>	<u>1,072,444</u>			<u>(953,676)</u>	<u>\$ 9,315,365</u>
Indirect Expenses	-		5,255					
<b>Total Expenses Before Depreciation</b>	<u>\$ 15,048</u>		<u>\$ 123,147</u>	<u>\$ 1,072,444</u>			<u>\$ (953,676)</u>	<u>\$ 9,315,365</u>
<b>Depreciation Expense</b>	\$ -	\$ -	\$ -	\$ 85,006		\$ -	\$ -	\$ 85,006
<b>Excess / (Deficit)</b>	<u>\$ 6,637</u>	<u>\$ 0</u>	<u>\$ (13,351)</u>	<u>\$ 711,271</u>		<u>\$ 7,565</u>	<u>\$ 0</u>	<u>\$ (38,109)</u>

**ASIAN AMERICAN RECOVERY SERVICES, INC.  
SCHEDULE OF STATE AND FEDERAL AWARDS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2005**

Program Name	Federal Catalog Number	Program or Award Number	Disbursements/ Expenditures
<b>Federal</b>			
<b>DEPARTMENT OF HEALTH AND HUMAN SERVICES</b>			
<b>Block Grants for Prevention and Treatment of Substance Abuse</b>			
Community Behavioral Health Services	* 93.959		\$ 1,214,658
Passed through:			
Santa Clara County Dept of Alcohol and Drugs Services			
Alcohol and Drug Programs			260,000
Passed through:			
San Mateo County of Alcohol and Drug Services			
Alcohol and Drug Programs			60,600
Passed through:			
City of Milpitas			5,000
Subtotal			<u>1,540,258</u>
HIV Emergency Relief Project			
Ryan White (CARE)	93.914		<u>85,435</u>
<b>Substance Abuse and Mental Health Services Administration</b>			
Substance Abuse and Mental Health Services-			
Projects of Regional and National Significance			
Focus Group	93.243		11,614
Community Behavioral Health Services-Adapt MHS			37,500
Project Reconnect			116,454
Passed through:			
City & County of San Francisco- Department of Public Health			84,910
Subtotal			<u>250,478</u>
<b>Consolidated Knowledge Development and Application Program</b>			
Passed through:			
City & County of San Francisco- Department of Public Health	93.230		<u>64,141</u>
<b>Total Department of Health and Human Services</b>			<u>1,940,312</u>
<b>U.S. DEPARTMENT OF EDUCATION</b>			
Office of Elementary & Secondary Education Safe & Drug-Free			
Schools & Community- National Program			
Passed through:			
County of San Mateo			
Stay Safe	84.184		109,496
Total U.S. Department of Education			<u>109,496</u>
<b>U.S. DEPARTMENT OF JUSTICE</b>			
Local Law Enforcement Block Grant			
Community Behavioral Health Services-Drug Court	* 16.592		
Total U.S. Department of Justice			<u>318,761</u>
<b>TOTAL FEDERAL ASSISTANCE</b>			<u>\$ 2,368,569</u>

\* Major Program

**Note A - Basis of Presentation**

The accompanying schedule of expenditures of federal awards includes the federal grant activity of American Asian Recovery Services, Inc. and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, "Audits of States, Local Governments and Non-profit Organizations." Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

See notes to the financial statements

**Allan Liu, Certified Public Accountant**

2454 – 42<sup>nd</sup> Ave./San Francisco, CA 94116

Ph. 415.664.6243 Fax 415.661.9660

**REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND COMPLIANCE AND OTHER MATTERS BASED ON AN  
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Directors

**Asian American Recovery Services, Inc.**

San Francisco, California

I have audited the financial statements of Asian American Recovery Services, Inc. as of and for the year ended June 30, 2005, and have issued my report thereon dated September 15, 2004. I have conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Internal Control over Financial Reporting**

In planning and performing my audit, I have considered Asian American Recovery Services, Inc.'s internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial reporting. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be a material weakness. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I have noted no matters involving the internal control over financial reporting and its operation that I consider to be material weaknesses.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Asian American Recovery Services, Inc.'s financial statements are free of material misstatement, I have performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

This report is intended for the information and use of the audit committee, management, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than the specified parties.

*Allan Liu , Certified Public Accountant*

San Francisco, California

September 15, 2005

**Allan Liu, Certified Public Accountant**

2454 – 42<sup>nd</sup> Ave./San Francisco, CA 94116

Ph. 415.664.6243 Fax 415.661.9660

**REPORT ON COMPLIANCE WITH REQUIREMENTS  
APPLICABLE TO EACH MAJOR PROGRAM AND  
INTERNAL CONTROL OVER COMPLIANCE  
IN ACCORDANCE WITH OMB CIRCULAR A-133**

Board of Directors

**Asian American Recovery Services, Inc.**

San Francisco, California

**Compliance**

I have audited the compliance of Asian American Recovery Services, Inc. with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Statement* that are applicable to each of its major federal programs for the year ended June 30, 2005. Asian American Recovery Services, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of Asian American Recovery Services, Inc.'s management. My responsibility is to express an opinion on Asian American Recovery Services, Inc.'s compliance based on my audit.

I conducted my audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that I plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Asian American Recovery Services, Inc.'s compliance with those requirements and performing such other procedures as I considered necessary in the circumstances. I believe that my audit provides a reasonable basis for my opinion. My audit does not provide a legal determination on Asian American Recovery Services, Inc.'s compliance with those requirements.

In my opinion, Asian American Recovery Services, Inc. complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2005.

**Internal Control over Compliance**

The management of Asian American Recovery Services, Inc. is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations,

contracts and grants applicable to federal programs. In planning and performing my audit, I considered Asian American Recovery Services, Inc.'s internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine my auditing procedures for the purpose of expressing my opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

My consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants caused by error or fraud that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control over compliance and its operation that I consider to be material weaknesses.

This report is intended for the information of the audit committee, management, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

*Allan Liu, Certified Public Accountant*

San Francisco, California

September 15, 2005



**ASIAN AMERICAN RECOVERY SERVICES, INC.**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2005**

<b>A. SUMMARY OF AUDITOR'S RESULTS</b>	
1. Type of Financial Statement Report	UNQUALIFIED
2. Reportable Conditions in Internal Control Disclosed by Audit of Financial Statements	NONE
3. Noncompliance Disclosed by Audit Which is Material to Financial Statements	NONE
4. Reportable Conditions in Internal Control over Major Programs Disclosed by Audit	NONE
5. Type of Compliance Report Major Program	UNQUALIFIED
6. OMB A-133 Subpart E.510a Audit Finding Disclosed by Audit	NONE
7. Major Programs:	Block Grants for the Prevention and Treatment of Substance Abuse CFDA# 93.959 Local Law Enforcement Block Grants Programs CFDA# 16.592
8. Dollar Threshold for Type A Programs	\$500,000
9. Auditee Qualification	LOW RISK
B. Findings Relating to the Financial Statements Which Are Required to Be Reported in Accordance with GAGAS	NONE
C. Findings and Questioned Costs for Federal Awards Including Audit Findings Defined in OMB A-133 Subpart E.510a	NONE

**THE FILIPINO YOUTH COALITION/COMMUNITY  
SERVICES AND DEVELOPMENT OF  
SANTA CLARA COUNTY, INC.**

**AUDIT REPORT  
AND  
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED JUNE 30, 2003**



**Dunham & Watkins**  
Certified Public Accountancy Corporation

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www.dunhamwatkins.com

## **INDEPENDENT AUDITORS' REPORT**

To the Board of Directors  
The Filipino Youth Coalition/Community Services and  
Development of Santa Clara County, Inc.  
Milpitas, California

We have audited the accompanying statement of financial position of The Filipino Youth Coalition/Community Services and Development of Santa Clara County, Inc. (a non-profit corporation), as of June 30, 2003 and the related statements of activities, functional expenses, and cash flows for the year then ended. These financial statements are the responsibility of the Company's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The Filipino Youth Coalition/Community Services and Development of Santa Clara County, Inc. as of June 30, 2003, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

*Dunham & Watkins CPAs*  
San Jose, California  
February 25, 2004

**THE FILIPNO YOUTH COALITION/COMMUNITY SERVICES AND  
DEVELOPMENT OF SANTA CLARA COUNTY, INC.**

**Statement of Financial Position**

**June 30, 2003**

**Assets**

Cash	\$ 25,220
Grants recievable	18,751
Computer	500
Employee Advance	450
Total assets	<u>\$ 44,921</u>

**Liabilities and Net Assets**

Current liabilities:

Accounts payable	\$ 11,355
Accrued expenses	3,013
Total current liabilities	<u>14,368</u>

Net Assets:

Unrestricted	30,553
Temporarily restricted	-
Total net assets	<u>30,553</u>

Total liabilities and net assets	<u>\$ 44,921</u>
----------------------------------	------------------

See accountants' audit report and accompanying notes to financial statements.

**THE FILIPINO YOUTH COALITION/COMMUNITY SERVICES AND  
DEVELOPMENT OF SANTA CLARA COUNTY, INC.**

**Statement of Activities  
For the year ended June 30, 2003**

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
<b>Support, Revenues, and Reclassifications</b>			
Grants and contracts	\$ 134,434	\$ -	\$ 134,434
Contributions	<u>13,210</u>	<u>-</u>	<u>13,210</u>
Total support, revenues, and reclassifications	<u>147,644</u>	<u>-</u>	<u>147,644</u>
<b>Expenses</b>			
Program services	53,168	-	53,168
General and administrative	<u>107,055</u>	<u>-</u>	<u>107,055</u>
Total expenses	<u>160,223</u>	<u>-</u>	<u>160,223</u>
Change in net assets	(12,579)	-	(12,579)
Net assets - beginning of year	<u>43,132</u>	<u>-</u>	<u>43,132</u>
Net assets - end of year	<u><u>\$ 30,553</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 30,553</u></u>

See accountants' audit report and accompanying notes to financial statements.

# THE FILIPINO YOUTH COALITION/COMMUNITY SERVICES AND DEVELOPMENT OF SANTA CLARA COUNTY, INC.

## Statement of Functional Expenses For the year ended June 30, 2003

	Program Services	General and Administrative	Total
<b>Functional Expenses</b>			
Executive/CEO	\$ -	\$ 29,657	\$ 29,657
Community counselors	2,107	-	2,107
Office administration	-	28,835	28,835
Payroll taxes	348	9,649	9,997
Workers' comp insurance	1,627	-	1,627
	<hr/>	<hr/>	<hr/>
Total compensation and related expenses	4,082	68,141	72,223
Prevention specialist	15,366	-	15,366
Intervention specialist	14,141	-	14,141
Activity specialists	4,610	-	4,610
Parent coordinator	1,600	-	1,600
Youth employment counselor	200	-	200
Arts council	2,698	-	2,698
Program activities	2,822	-	2,822
Conference/meetings	-	578	578
Field trips	704	-	704
Grad/honors night	579	-	579
Program development	1,534	-	1,534
Board organization	42	-	42
Summer program	2,330	-	2,330
Fellowships	200	-	200
Transportation	1,959	-	1,959
Marketing/promotional	-	98	98
Security	-	1,280	1,280
Office supplies	-	2,830	2,830
Postage	-	7	7
Milage	300	-	300
Repairs & maintenance	-	500	500
Telephone	-	2,755	2,755
Equipment rental	-	1,842	1,842

See accountants' audit report and accompanying notes to financial statements.

**THE FILIPINO YOUTH COALITION/COMMUNITY SERVICES AND  
DEVELOPMENT OF SANTA CLARA COUNTY, INC.**

**Statement of Functional Expenses  
For the year ended June 30, 2003**

Bank charges	-	622	622
Rent	-	9,504	9,504
Insurance	-	3,931	3,931
Taxes & licenses	-	404	404
Audit	-	11,120	11,120
Bookkeeping	-	891	891
Payroll fees	-	1,334	1,334
Small equipment	-	627	627
Penalty	-	34	34
Micellaneous	-	557	557
		<hr/>	<hr/>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 53,168</b>	<b>\$ 107,055</b>	<b>\$ 160,223</b>
	<hr/>	<hr/>	<hr/>

See accountants' audit report and accompanying notes to financial statements.



**THE FILIPINO YOUTH COALITION/COMMUNITY SERVICES AND  
DEVELOPMENT OF SANTA CLARA COUNTY, INC.**

**Statement of Cash Flows  
For the year ended June 30, 2003**

Cash Flows from Operating Activities:	
Decrease in net assets	\$ (12,579)
Adjustments to reconcile change in net assets to net cash provided/(used) by operating activities:	
Grants receivable	10,817
Computer	(500)
Employee advance	(450)
Accounts payable	7,351
Accrued expenses	<u>(9,202)</u>
Net Decrease in cash	(4,563)
Cash at beginning of year	<u>29,783</u>
Cash at end of year	<u><u>\$ 25,220</u></u>

See accountants' audit report and accompanying notes to financial statements.

**THE FILIPINO YOUTH COALITION/COMMUNITY SERVICES  
AND DEVELOPMENT OF SANTA CLARA COUNTY, INC.**

Notes to The Financial Statements  
For the Year Ended June 30, 2003

**Note 1 – Business Description and Summary of Significant Accounting Policies.**

The Filipino Youth Coalition/Community Services and Development of Santa Clara County, Inc. (Coalition) is a non-profit corporation, incorporated in 1996 in the State of California with an average membership of 200 individuals ranging between the ages of 13 to 25 years. The mission of the Coalition is to develop and implement programs that will provide assistance and services to at-risk youth and also provide social, health, and human services to their families. The Coalition uses mainly high school and college students as volunteers. Support for the Coalition is primarily through donor contributions and grants. Approximately 91% of the Coalition's support for the year ended June 30, 2003 came from governmental grants.

The financial statements are prepared using the accrual basis of accounting and in accordance with Statements of Financial Accounting Standards No. 116, Accounting for Contributions Received and Contributions Made, and No. 117, Financial Statements of Not-for-Profit Organizations. The Coalition's net assets and its revenues and expenditures restrictions are classified accordingly. The provisions of these standards require amounts for each of three classes of net assets – permanently restricted, temporarily restricted, and unrestricted – be displayed in the Statement of Financial Position and the change in each of those classes of net assets be presented in the Statement of Activity.

Unrestricted net assets include those assets over which the Board of Directors has discretionary control in carrying out the operations of the Coalition.

Temporarily restricted net assets include those assets which are subject to a donor restriction and for which applicable restriction was not met as of the end of the current reporting period. Restricted contributions are recognized as unrestricted support in the period in which they are received if the restrictions are met in the same reporting period.

Permanently restricted net assets include those assets, which are subject to a non-expiring donor restriction, such as endowments.

**THE FILIPINO YOUTH COALITION/COMMUNITY SERVICES  
AND DEVELOPMENT OF SANTA CLARA COUNTY, INC.**

Notes to The Financial Statements  
For the Year Ended June 30, 2003

**Note 1 – Business Description and Summary of Significant Accounting Policies**  
(continued)

Through the analytical procedures performed on the support received we have determined that all of the applicable grantors' restrictions have been met as of the end of the current reporting period and therefore their support has been recognized as unrestricted support.

The Coalition utilizes Statement of Financial Account Standard (FSAS) No. 116; "Accounting for Contributions Received and Made," which requires unconditional promises to give to be reported as support of the Coalition.

Accounts Receivable – The Coalition utilizes the allowance method for recognizing bad debts. Management has determined that no allowance for uncollectible accounts is deemed necessary at June 30, 2003.

Concentration of Credit Risk – The Coalition maintains its cash and cash equivalents in commercial checking and money market accounts. Periodically throughout the year, cash is maintained at the various banks in excess of insured (FDIC) amounts of \$100,000.

Contributions – Contribution revenue is recognized when contributions are received. All contributions are considered available for general operations unless specifically restricted by the donor.

Donated Services – No amounts have been reported in the accompanying financial statements for donated services because no objective basis is available to measure the value of such services. A number of volunteers have contributed their time to the activities of the Coalition without compensation.

Grants – Grants to support the Coalition's programs are received from governmental agencies and corporations and are recorded as revenue when the conditions of the grant are fulfilled.

**THE FILIPINO YOUTH COALITION/COMMUNITY SERVICES  
AND DEVELOPMENT OF SANTA CLARA COUNTY, INC.**

Notes to The Financial Statements  
For the Year Ended June 30, 2003

Note 1 – Business Description and Summary of Significant Accounting Policies  
(continued)

Promises to Give – Unconditional promises to give are recognized as revenues or gains in the period received as assets, decreases of liabilities, or expenses depending on the form of benefits received. Conditional promises to give are recognized when the conditions on unconditional promises to give recorded in these financial statements are receivable within one year of the financial statement date.

Income Taxes – No provision has been made for income taxes, as the agency is exempt under Internal Revenue Code Section 501(c) (3) and comparable laws of the State of California. The Coalition is not classified as a private foundation.

Use of Estimates – The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

## FORM 1 - CHECKLIST

**LEAD AGENCY NAME:** Asian American Recovery Services, Inc.

Submit proposal in the following order:

YES	NO	PROPOSAL COMPONENTS	
X	<input type="checkbox"/>	One (1) original proposal and eight (8) copies	
<b>Minimum Qualification Documents</b>			
X	<input type="checkbox"/>	Form 990, "Return of Organization Exempt From Income Tax" <i>(one copy only)</i>	
X	<input type="checkbox"/>	Financial Audit Report <i>(one copy only)</i>	
<b>Attachments and Forms</b>			
X	<input type="checkbox"/>	Form 1	Checklist
X	<input type="checkbox"/>	Form 2	Proposal Certification
X	<input type="checkbox"/>	Form 3	Narrative
X	<input type="checkbox"/>	Form 4	Units of Service Worksheet
X	<input type="checkbox"/>	Form 5A	Center Budget
X	<input type="checkbox"/>	Form 5B	Service Budget
X	<input type="checkbox"/>	Form 6	Budget Narrative
X	<input type="checkbox"/>	Form 7	Income Statement History and Forecast
X	<input type="checkbox"/>	Attachment A	Proposer Questionnaire
X	<input type="checkbox"/>	Attachment B	Acknowledgement of Addenda
X	<input type="checkbox"/>	Attachment E	Local and Small Business Preference (if applicable)
<b>Agency Documents</b>			
X	<input type="checkbox"/>	Organizational Chart	
X	<input type="checkbox"/>	Agency information on current governing body including: a) Members' names with full contact information, b) Current member status, c) Terms of committee, d) Current member assignments, e) By-laws, f) Articles of incorporation, g) Meeting minutes from the past 6 months or a summary of the board meetings and topics discussed signed by the secretary of the nonprofit as accurate h) Resolution from governing Board authorizing the proposal submission. (This information is required of the lead entity at the time of proposal submission. Members of the proposing team must provide a resolution from their Board authorizing the submission of the proposal upon request).	
X	<input type="checkbox"/>	Employee Résumés	
X	<input type="checkbox"/>	Sample Monthly Calendar	
X	<input type="checkbox"/>	Copies of grant award agreements/other funding evidence (if applicable)	
X	<input type="checkbox"/>	Marketing and Communications Plan	

## FORM 2 – PROPOSAL CERTIFICATION

**NO PROPOSAL SHALL BE ACCEPTED WHICH HAS NOT BEEN SIGNED IN INK IN THE APPROPRIATE SPACE BELOW**

Proposing Agency Name:	Asian American Recovery Services, Inc.		
Contact person name and title:	Jeff Mori, Executive Director		
Address:	1340 Tully Road, Suite 304		
	San Jose, CA 95122		
Telephone:	408-271-3900		
Facsimile:	408-271-3909		
Email:	jmori@aars-inc.org		

### **PROPOSER REPRESENTATIONS**

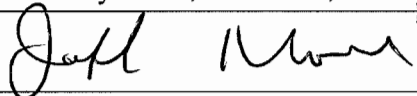
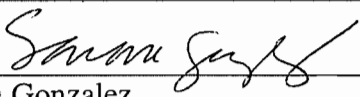
1. Proposer did not, in any way, collude, conspire or agree, directly or indirectly, with any person, firm, corporation or other Proposer in regard to the amount, terms, or conditions of this proposal.
2. Proposer additionally certifies that neither proposer nor its principals are presently disbarred, suspended, proposed for disbarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency, any California State agency, or any local governmental agency.
3. Proposer acknowledges that all requests for deviations, exceptions, and approved equals are enclosed herein and that only those deviations, exceptions, and approved equals included in the RFP document or permitted by formal addenda are accepted by the City.
4. Proposer did not receive unauthorized information from any City staff member or City Consultant during the Proposal period except as provided for in the Request for Proposal package, formal addenda issued by the City, or the pre-proposal conference.
5. Proposer hereby certifies that the information contained in the proposal and all accompanying documents is true and correct.

6. Please check the appropriate box below:

☐ If the proposal is submitted by an individual non-profit agency, it shall be signed by authorized representative, and if he or she is doing business under a fictitious name, the proposal shall so state.

☒ If the proposal is submitted by a collaboration of non-profit agencies, the full names and addresses of each authorized representative shall be stated and the proposal shall be signed for by members thereof.

**By signing below, the submission of a proposal with all accompanying documents shall be deemed a representation and certification by the Proposer that they have investigated all aspects of the RFP, that they are aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and that they have read and understand the RFP. (Add another signature form as needed).**

Agency Name and Address:	Asian American Recovery Services, Inc. 1340 Tully Road, Suite 304, San Jose, CA 95122
Authorized Representative Name (sign name):	
Authorized Representative Signature (print name):	Jeff Mori
Authorized Representative Title (print title):+	Executive Directive
<b><i>Complete additional signatures below as required per # 6 above</i></b>	
Agency Name and Address:	Filipino Youth Coalition 3661 Tronson Court, San Jose, CA 95132
Authorized Representative Name (sign name):	
Authorized Representative Signature (print name):	Sarah Gonzalez
Authorized Representative Title (print title):+	Executive Director
Agency Name and Address:	
Authorized Representative Name (sign name):	
Authorized Representative Signature (print name):	
Authorized Representative Title (print title):+	

**NO PROPOSAL SHALL BE ACCEPTED WHICH HAS NOT BEEN SIGNED IN INK IN THE APPROPRIATE SPACE**

## FORM 3 – NARRATIVE

### Section 1 – Agency Information

Asian American Recovery Services, Inc. (AARS) is located at 1340 Tully Road, Suite 304 in San Jose, CA 95122. The principal contact is Jeff Mori, Executive Director. Jeff Mori's email is [jmori@aars-inc.org](mailto:jmori@aars-inc.org); phone (415) 321-3300; and fax (415) 541-9986.

### AARS History, Mission & Goals

AARS was established in 1985 by the community-wide, grassroots efforts of the Asian American Substance Abuse Task Force, in response to rising substance abuse rates within San Francisco's Asian and Pacific Islander population. The AARS organization was created as a culturally responsive alternative to existing treatment programs that offered little or no programming specific to Asians with substance abuse problems. The purpose of AARS is to decrease the incidence and impact of substance abuse in the Asian and Pacific Islander communities of the San Francisco Bay Area. To accomplish this goal, AARS develops and provides innovative outreach, treatment, prevention, and research services for its target populations.

### AARS Programs & Services

Asian American Recovery Services, Inc. (AARS) is the nation's largest community-based organization to specialize in substance abuse services targeted to Asian and Pacific Islander communities. AARS operates 20 programs in a three-county region in the San Francisco Bay Area. Widely recognized for its development of culturally competent behavioral health services, AARS offers a continuum of care services that coordinate outreach, education, intervention, outpatient, intensive outpatient, and residential care. Recently, AARS has expanded its comprehensive care to also offer dual diagnosis programs and family treatment programs. AARS provides treatment services to more than 3,000 youth and adults annually, and outreach and education services to more than 10,000 individuals yearly.

### AARS Capacity

AARS San Francisco City and County offices are located at 965 Mission Street, Suite 325 San Francisco, CA 94103. AARS has 155 full part-time employees (including agency headquarters staff). AARS San Mateo County offices are located at 6181 Mission Street, Daly City, CA 94014. AARS Santa Clara County offices are located at 1340 Tully Road, Suite 304 San Jose, CA 95122. Organizational Chart is included in appendix.

### AARS in Santa Clara County

AARS has been providing services in Santa Clara County for more than ten years. AARS in Santa Clara County provides treatment and intervention services to more than 1,000 adults and youth annually, and delivers services in 3 Asian languages (Vietnamese, Tagalog, and Japanese) and Spanish. AARS has developed mutually supportive relationships with local school districts, probation, county social services, and community agencies that supply mental health services, vocational, and immigrant support services.

### Collaborative

AARS is the lead agency for this collaborative, in partnership with the Filipino Youth Coalition (FYC), and with support from multiple service provider agencies. AARS will assume the



responsibility for meeting all JTS-NCC operations contract responsibilities. Several service provider agencies have indicated their commitment to participate and provide services at the JTS-NCC through the attached letters of intent to collaborate. Upon award notification, AARS will negotiate contractual relationships with these collaborative partners that will be reflected in detailed MOUs and presented to the City of San Jose Parks, Recreation & Neighborhood Services early in the AARS/PRNS contracting process.

### **Filipino Youth Coalition**

Temporary mailing address: 3661 Tronson Court, San Jose, CA 95132. Executive Director: Sarah Gonzalez, tel. (408) 391-1688. FYC began in 1992 as a grassroots effort of Fil-Am high school and college students concerned about the rise of gang violence in the community at the time. Not only were family and friends getting involved in gang violence, high school dropout rate was increasing, and there was a general sense of aimlessness and identity loss among the youth. Because of the concerted efforts of neighborhood groups FYC gained the attention of the City Council and in 1994, it was officially recognized as a youth service provider. Today, FYC is a member of good standing of the San Jose City's BEST (Bringing Everybody's Strengths Together) Program under the Mayor's Gang Prevention Task Force. FYC's mission is: to build a stronger and healthier community through youth-based programs focused on asset-building and culture-competent services. Its mission is based on two objectives: to prevent youth from joining gangs and to reduce gang activity by providing safe opportunities for youth and their families to be successful and productive in their homes, schools and community.

FYC will move its service operations within JTS-NCC as a sub-lessee to AARS and as evidence of their commitment to provide vital services to the local community as a collaborative partner.

### **Multiple Service Provider Agencies**

AARS and FYC have engendered commitments from numerous providers of services that are essential to the local community. This collaboration is significantly responsive to the needs identified as community priorities during the JTS-NCC Community Input meeting of February 9, 2006. These community-based organizations include: **Asian Americans for Community Involvement (AACI)** – providing mental health services; **Minority Services Consortium/Yu-Ai Kai** – providing senior support services; **Filipino Community Support (FOCUS)** – offering immigration services, community education, research work; **VoVinam Youth Association** – offering Vietnamese-American youth programs, including martial arts; **Self-Help for the Elderly** – providing senior nutrition services; **Korean American Community Services (KACS)** – providing educational, social and recreational programs for the Korean community; **(India Community Center** – offering social events, education/recreational services targeted for children and seniors for the Indo-American community).

Current service providers at the JTS Center are expected to continue their services, although they were not all able to complete their paperwork under this application.

## **Section 2 – Approach and Alignment to Identified Community Priorities**

The following are existing JTS-NCC services and/or are proposed in response to community priorities identified at the JTS-NCC Community Input meeting of 2/9/06:

### Senior Nutrition, Case Management and Veteran Services

AARS will continue two Senior Nutrition programs funded by the County of Santa Clara. The Indo-American Seniors Nutrition Program serves 35 meals once weekly, and the Filipino Senior Nutrition Program serves 60 meals, three times per week. The Brown Bag food donation program (Second Harvest Food Bank) will serve approximately 100 clients/week.

AARS will continue to provide Case management services to approximately 200 older adults and Filipino WWII veterans. Case management also provides access to onsite Veteran Services Benefits and Entitlement Information and Counseling, Senior Classes and Activities, Social Security and Security Supplemental Income Information and Counseling, Immigration Information and Counseling. These services will be delivered to approximately 10,000 duplicated (1,200 unduplicated) senior participants; of these, 80% are receiving SSI or SSA, 70% are Asian/Pacific Islander, 20% Hispanic and 10% Other.

### Adult Substance Abuse Services

AARS will conduct activities at the JTS-NCC related to several of its existing substance abuse treatment programs. Additionally, we will market the availability of these services to the local community. Adult services target Vietnamese and Filipinos. Services for youth will be added.

### Youth Services

FYC will provide Case Management & Youth Support Groups for over 1,000 youth, Gang Mediation/Intervention/Crisis Response for almost 1,000 youth, and Parent/Family Support for over 100 yearly Filipino participants. FYC will also oversee all other youth services at JTS-NCC. FYC will operate a summer camp for four weeks for 20 teens and 20 children for 30 hrs/week.

### Cultural/Enrichment Services

KACS, ICC, and Yu-Ai Kai will provide cultural, social, recreational (movie & dance nights), educational, health & wellness, and enrichment activities for numerous Asian clients across a wide age range (including intergenerational activities).

### Mental Health Outpatient Services

AACI will provide mental health services, including case management, and individual, group and family therapy, and the majority of clients will be Asian adults. AACI will reopen the JTS-NCC clinic space at 4/hrs/week and plans to expand the availability of these services. AACI will also provide outreach to encourage local participation in other mental health and social services.

### Outreach and Recruitment & Collaborative Community Partnerships

AARS will conduct marketing and outreach for JTS-NCC services that will target youth, adults and seniors. Outreach will be conducted with local organizations, service providers, schools, and City programs. Outreach and marketing will include flyers, publications, addressing local community groups and associations, community-wide events, and canvassing.

### **Section 3 – Service Capacity**

#### **Experience**

##### **AARS Experience/Capacity with Center Management**

Jeff Mori, Executive Director of AARS, has over 23 years of operational management experience in charge of a multi-purpose youth center. Jeff Mori, Executive Director of AARS, has structured the operation of the JTS-NCC as a position directly under his supervision (see organizational chart in appendix), and will use his expertise in the selection and oversight of a qualified candidate for JTS-NCC Facility Manager. Collectively, the partner agency principals and employees present over 100 years of experience in community center operations management.

##### **AARS Project Personnel**

The JTS-NCC Facility Manager and Administrative Assistant are to be hired (please see attached job descriptions in appendix). The JTS-NCC Facility Manager will operate under the supervision of Executive Director Jeff Mori. Ms. Lien Cao, Assistant Director-Santa Clara County, is the principal contact and liaison to AARS substance abuse services that will be made available at the JTS-NCC. Tito Cortez will oversee the transition of Senior Nutrition, Case Management and Veteran Services. Staff for the existing Senior Nutrition Services and Case Management and Veteran Services have been retained to ensure continuity of these services.

#### **Jeff Mori, Executive Director**

Jeff Mori has served as Executive Director of AARS since 1998. He will directly oversee and supervise the JTS-NCC Facility Manager.

#### **Lien Cao, Associate Director – Santa Clara County**

Ms Cao is a licensed Marriage & Family Therapist, with expertise in Asian culture and acculturation issues developed through providing therapy at middle schools, high schools, community colleges and clinics in California cities with a high concentration of new immigrant Asians. Ms Cao is currently the Manager of Youth Outpatient program in San Jose and will oversee the delivery of all substance abuse services at the JTS-NCC.

#### **Sacha Javier, BSW - AARS Adult Treatment Supervisor**

Ms. Sacha Javier is the AARS Adult Treatment Supervisor for our adult substance abuse services. Ms. Javier is skilled in individual and group counseling, gang intervention, supervision of direct care staff, treatment documentation procedures, and coordination of efforts with partner/sponsor agencies. Ms. Javier is bilingual in English and Tagalog and also speaks conversational Visayan. Ms. Javier will supervise the direct substance abuse services for adults at the JTS-NCC.

#### **Tito Cortez, MSW – Nutrition Services Coordinator**

Tito Cortez is a U.S. Army veteran, is co-founder and active member of American Legion Northside Post 858 based at JTS-NCC, a volunteer at the San Jose Veterans' Center and knowledgeable regarding veterans' benefits and entitlements. He also is a Certified Food Safety Manager, and has previously supervised the nutrition staff at JTS-NCC. Tito also supervised the JTS-NCC Case Management Program including designing the client database. Tito served as the

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former Executive Vice President of Filipino American Senior Opportunities Development Council, Inc. from 2001-2003. Tito will oversee the case management, food and nutrition, and veterans services at the JTS-NCC.

### **Mr. Serafin “Jack” Jacinto - Veteran Services Coordinator/Case Manager**

Jack Jacinto is the current Veteran Services Coordinator at the JTS-NCC and has provided these services for the past six years. Jack has a Masters Degree in Public Administration from the Polytechnic University of the Philippines –Manila, and is bicultural and bilingual for the Filipino population. Jack will provide direct services to veterans at the JTS-NCC.

### **Ms. Mary Ann Garcia – Case Manager**

Mary Ann Garcia has served as the Senior Activities Coordinator at JTS-NCC since 2005. Mary Ann was also an Assistant Case Manager at JTS-NCC from 1990-1997. Mary Ann is familiar with the needs and services for seniors related to social activities and case management. Mary Ann will provide case management services at the JTS-NCC.

### Collaborative Partner Principals

**Sarah Gonzalez**, B.S.N., Executive Director, Filipino Youth Coalition. Ms. Gonzalez is currently Executive Director of Filipino Youth Coalition (FYC), having been in the position for the past six years. FYC is a community-based organization funded through the BEST (Bringing Everybody's Strengths Together) program under the San Jose City Mayor's Gang Prevention Task Force (MGPTF). As a youth service provider, FYC offers gang prevention/intervention services, with programs based on asset building, leadership training and community involvement. Before that she was Program Director for California Technological Care, a nonprofit organization dedicated to bridging the digital divide by establishing computer centers in low-income neighborhoods and facilitating free basic computer courses through IT corporate volunteerism programs. A product of Silliman University College of Nursing in the Philippines, she specialized in Pediatric Care and since immigrating to the U.S. thirty years ago, has been a community advocate for allocation of local government resources for youth services. She is also the current Adviser of the Filipino American Veterans of WWII, Santa Clara County.

**Amando Cablas**, Ph. D., is the Chair of the Board of the Filipino Youth Coalition. Dr. Cablas is a licensed psychologist in California and Hawaii. He has served as the Senior Health Care Program Analyst for Community Outreach Services since 2005. Previously, he served as Program Evaluator for the Office of the County Executive – Cross Systems Evaluation and as Quality Manager-Mental Health Outpatient Programs and Director of Research for the Santa Clara County Mental Health Department.

**Mark Thomas Garcia Serrano** is the FYC Program Director. He will supervise FYC direct services at the JTS-NCC. Since 2005, Mr. Serrano has worked with at-risk youth as an Intervention Specialist, including mentoring, gang intervention, and youth leadership development.

### AARS Experience with Proposed Services

AARS will continue to provide the existing Senior Nutrition Services and Case Management and Veteran Services at the JTS-NCC. The nutrition services are outside our agency's core

experience and we will retain current staff to ensure continuity of these services and to build our capacity in this area. AARS is well experienced with case management services but again, most likely will retain current staff to ensure continuity of these services.

AARS has a longstanding history of expertise in providing the substance abuse services that will be made available at the JTS-NCC (please see section 1). Outreach and Recruitment & Collaborative Community Partnerships are essential activities in relation to our core services and are described in subsequent sections.

Additional services (Youth, Cultural/Enrichment, Mental Health/Social) will be provided by our service provider partner agencies.

### **Specialized Programming**

#### **Inclusion Services**

AARS has outstanding capacity and rich experience in providing inclusion services. Because substance abuse has such a pervasive influence in the lives of our clients, it is incumbent upon us to be sensitive to identifying multiple needs and engaging clients in as many supportive services as are necessary to effect recovery. To accomplish this, AARS has developed formal partnerships with school districts, community providers, government agencies, and has built extensive professional networks among them. Additionally, AARS has developed linkages to other community providers and maintains a network for cross-referrals. AARS case managers are practiced in linking clients with social services, such as mental health care, primary care, legal, housing, and vocational services.

In addition to formal professional networks, AARS is active in community outreach services. AARS deploys staff to health fairs, to educational presentations at schools and faith-based institutions, and to community clinics. AARS staff continue to be regular guests on Asian media outlets (television, radio, newspapers). AARS also hosts local conferences, such as the annual Sister-to-Sister girls leadership conference in San Jose.

Our Intake Assessments include the opportunity for family members to participate in the service planning and treatment process. Staff are experienced and trained in case conferencing to provide them the opportunity to participate in plan development. Each staff also participates in providing direct services to clients.

#### **Low-Income Scholarship Programming**

AARS provides many of its services free of cost to low-income clients under the sponsorship of government funders. No one is refused services based on their ability to pay.

#### **Fee-based Programming**

AARS has experience in providing fee-based services through its fee-based adult outpatient substance abuse treatment program. AARS also has the capacity to provide fee-based services in other programs, with a sliding scale based on client family income. AARS will follow the fee schedule identified as Attachment J - City's Fees and Charges Resolution.

### **Collaboration Experience**

#### **JTS-NCC Lead/Partner Agency Collaboration**

AARS has several years of experience working collaboratively with the Filipino Youth Coalition. AARS has provided extensive professional development for FYC staff over the past five years. AARS looks forward to working collaboratively in partnership with other JTS-NCC collaborative members.

Our collaboration under this proposal will bring the partner agencies closer together and strengthen all of our capacities for exchanging referrals and providing more streamlined and efficient services to the community. As the lead for this collaboration, and in the role of facility manager, AARS will facilitate community outreach and marketing and community awareness and involvement in the design, evaluation and delivery of proposed services.

#### **Other Collaboration**

AARS has developed formal partnerships with school districts, community providers, government agencies, and has built extensive professional networks among them. Additionally, AARS has developed linkages to other community providers and maintains a network for cross-referrals. AARS case managers are practiced in linking clients with varied community and social services, such as mental health care, primary care, legal, housing, and vocational services. A partial list of collaborative partners within our referral and service network includes: Employment Connection, Metro Adult Education, Independence High School Adult Education, IRCC, Blackford Adult Education, 14 local schools, Gardner Family Care Corporation, Rainbow Recovery, Pathway Society, SCC Department of Alcohol and Drug Services, SCC Probation, AACI, FYC, Catholic Charities, Mental Health Service Team, CHAT Team, and ESO.

AACI and AARS are the premier providers for the Asian population for substance abuse, mental health and some social services, based on their capacity, size of operations and history. As such, we often collaborate on referrals, training and other initiatives that are mutually beneficial and serve the needs of our clients and the community. AACI will target WWII Veterans and others to receive mental health services.

#### **Partnerships & Community**

AARS strategy for strengthening relationships and partnering with other organizations in the community is based upon the foundation of our existing partnerships, our plans to operate the JTS-NCC in an open, inclusive and effective manner, the development of a JTS-NCC Community Advisory Board with key community representatives, and the ongoing solicitation of consumer and community input and feedback from the local Community Services Advisory Committee regarding their needs and our performance. It is our intention to develop the JTS-NCC as the first option that the local community considers when in search of a venue, service, or opportunity for involvement with their neighbors.

## **Section 4: Financial Capacity**

### JTS-NCC Partner Financial Capacity

AARS has formed its collaborative based upon the capacity of the partners to provide quality services and the overall viability of their operations. AARS has conducted due diligence in reviewing our partner agency's financial statements and operating budgets to determine their financial capacity.

### JTS-NCC Resource Allocation

The proposed JTS-NCC budget indicates substantial and adequate resources to provide the required services, including \$338,350 in personnel (\$240,140 AARS & \$98,210 Other). Additional resources from collaborative partnering agencies (to be negotiated) will further strengthen this base position. Additionally, an equivalent amount of funding for operating costs (\$326,470) has been allocated, resulting in an annual operating budget of \$640,820. In order to ensure the continuing operations of the JTS-NCC, AARS will require the full allotment of the \$142,000 for operations and maintenance costs.

### AARS Financial Capacity

AARS is a robust and financially viable business concern with operations in three main locations that continue to strengthen, expand and grow. The annual budget, in excess of \$11.5 million, is largely built upon government funding sources, with approximately \$700,000 in revenues from donations, special events, and program fees. AARS enjoys wide support from numerous corporate and private foundations and has developed a dynamic base of individual donors and other community support.

Under the current administration, AARS monthly financial reports are reviewed by the AARS Board of Directors. AARS also receives more than \$500,000 in direct federal funding and complies with all accounting policies as outlined in OMB-A133. The sound internal controls and polices are shown through the clean audit reports provided by an independent auditor.

In addition to the services provided, AARS also oversees all administrative functions for the San Francisco Drug Court and the San Francisco Treatment Access Program. These two programs are among the largest substance abuse treatment programs for the City and County of San Francisco, totaling over \$3 million annually. In addition to the annual financial audits preformed by an independent auditor, AARS is also subject to any reviews or audits as requested by funding sources, and attached is a copy of a review done by the City and County of San Francisco's Office of the Controller stating that AARS has preformed all administrative functions appropriately and maintains adequate controls and polices.

### Additional Funding Sources

AARS has negotiated a sub-lease agreement with its collaborative partner (see MOU). AARS adult substance abuse grant letters are attached. AARS and or its collaborators intend to apply for all appropriate funding which becomes available for services at the center. Potential funding sources include, HNVF, PRNS, and Santa Clara County DADS. In addition to local government funding, AARS intends to seek funding opportunities through community grants or development departments of local businesses and foundations.

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### Contract Compliance

AARS has provided a certificate of general liability insurance (see appendix) that meets the requirements of the City's Standard Operation Agreement, as outlined in Exhibit E of the RFP. Additionally, AARS agrees to comply with the terms and conditions in the City's Standard Operation Agreement - Attachment I.



## **Section 4 – Program Design**

### **Service Model Design**

AAARS has planned the proposed services to be in alignment with City of San José priority core services as identified in Attachment D of the RFP. Key concepts that have informed this planning process include Neighborhood Livability and Leadership, Life Enjoyment, Healthy Lifestyles, Community Strengthening, and Self & Community Improvement. Our activities are also consistent with the HNVF specific services (Education & Senior Activities) listed in Attachment E of the RFP.

### **Continuity of Services**

AARS will continue to provide the existing Senior Nutrition Services and Case Management and Veteran Services at the JTS-NCC. AARS may retain current staff to ensure continuity of these services. AARS will coordinate the transition of these services with PRNS to ensure their ongoing integrity and quality control.

At some point, AARS may decide to prepare meals onsite rather than rely on a catering service to make use of the existing facilities capacity of the JTS-NCC for food preparation, to allow clients to be more involved in food preparation activities, and to expand culinary capacity and operations for other events and activities at the site. AARS will respond to the County's RFQ upon its release, and negotiate a new contract for next year with the required 10% in matching funds.

### Senior Nutrition Services

AARS will continue to provide two Senior Nutrition programs at JTS-NCC that are funded by the County of Santa Clara. The Wednesday Nutrition Program is a catered program serving 35 meals to Indo-American Seniors. The other Nutrition Program serves 60 meals, three times per week to the Filipino senior community.

To ensure that there will be no interruption of services, AARS has been in contact with Self Help for the Elderly (SHE) who has expressed an interest in providing the Senior Nutrition Services. AARS will continue to work with SHE as a secondary or primary provider.

### Case Management and Veteran Services

AARS will continue to provide Case management services to approximately 200 older adults and Filipino WWII veterans. Clients are provided a comprehensive assessment and an individualized case management plan. The case management plan is developed to document required services.

We will work with the Valley Transportation Agency to provide discount fare tickets to our senior participants, and with the Counseling on Aging so that the Health Insurance Counseling Assistance Program (HICAP) will help Northside senior participants in purchasing Medi-gap Insurance coverage. As part of our plans for the Senior Nutrition Program, we will work with the Second Harvest Food Bank of Santa Clara County in returning the Brown Bag Program to JTS-NCC. San Jose Vet Center, County Veterans Services, and State of California Veterans Affairs will provide on-going services to our WWII Veterans. Senior Adult Legal Assistance (SALA) will provide legal services. The County Senior Nutrition Program will assist in providing on-site

cooking and delivery of meals.

### **Proposed Additional Services**

#### Adult & Youth Substance Abuse Services

AARS will conduct activities at the JTS-NCC of several of its existing substance abuse treatment programs. Additionally, we will market the availability of these services to the local community. Predominantly Asian youth and adults will be served.

#### Youth Services

FYC will provide Case Management and Youth Support Groups for over 1,000 youth, Gang Mediation/Intervention/Crisis Response for just under 1,000 youth, and Parent/Family Support for over 100 Filipino participants per year at the JTS-NCC.

#### Cultural/Enrichment Services

KACS, Yu-Ai Kai, and other members of the Minority Services Consortium will provide a variety of cultural, social, educational and enrichment activities for over 400 Asian clients across a wide age range (including intergenerational activities). Activities include cultural programs, adult literacy, ESL, translation/bilingual services, adult education, arts programs, employment services, and recreation programs.

#### Mental Health/Social Services

AACI will provide mental health services, including case management, individual, group and family therapy, psychiatric care, and crisis intervention for approximately 20 clients, the majority of who will be Asian adults. Additionally, AACI will provide outreach to encourage local participation in its other programs of social services.

#### Alignment with City of San Jose Priority Core Services

The majority of activities and services that will be provided under the auspices of AARS at the JTS-NCC will directly address and are entirely consistent with the category of “Life Enjoyment”, additionally, the strong commitment to continue and enhance the JTS-NCC as a central feature and gathering place for the local community will act to strengthen the neighborhood, consistent with the areas of “Community Strengthening” and “Neighborhood Viability”.

#### Outreach and Recruitment & Collaborative Community Partnership

AARS will conduct marketing and outreach efforts for the services provided at JTS-NCC that will target youth, adults and seniors. Outreach will also be conducted in collaboration with local organizations, service providers, local schools, and other City programs. These outreach and marketing efforts will include flyers and publications, addressing local community groups and associations, and canvassing. AARS will participate in and coordinate community-wide events with other stakeholders, including local providers, neighborhood associations and coalitions.

AARS will operate the JTS-NCC in an open, inclusive and effective manner, the development of a JTS-NCC Community Advisory Board with key community representatives, and the ongoing solicitation of consumer and community input and feedback from the local Community Services Advisory Committee regarding their needs and our performance. The JTS-NCC Community Advisory Board will meet on a monthly basis. AARS will conduct customer satisfaction surveys

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and focus groups on a quarterly basis. Customer input will be collected and used to evaluate services, in planning for improvements to these services, and for the planning of new or additional services.

Additionally, AARS will summarize data collection and analysis in meeting contract requirements and share this information with our customers. Service quality, customer satisfaction and cost performance standards and targets will be presented in quarterly and annual reports to PRNS, with performance measurement results, workload data, budget expense and revenue data, and adequate narration to describe and support measurement data.

### Operation and Service Hours

The JTS-NCC proposed hours of operation for the Center will meet the needs of the community by providing access to programs and services for a minimum of forty-eight (48) hours per week, between the hours of 7 a.m. and 10 p.m., including at least two evenings per week. Services are provided on an ongoing basis throughout the week. By providing a full range of activities at various times during the day and evenings, we will provide enhanced access for numerous individuals and groups to share the availability to and appreciation of the services provided.

The following table delineates the services to be provided at the JTS-NCC:

<b>Service</b>	<b>Hours</b>	<b>Frequency</b>	<b>Number</b>
Senior Nutrition: Indo-Am	50	1x/weekly	50
Senior Nutrition: Filipino-Am	150	3x/weekly	150
Case Mgmt: Veterans	1,500	5x/weekly	1,500
Case Mgmt: Seniors	1,500	5x/weekly	1,500
FYC Youth: Case Mgmt. & Groups	700	5x/weekly	700
FYC Youth: Cultural/Community	4	Once	1
FYC Youth: Anti-Gang	166.8	3x/weekly	139
FYC Youth: Parent/Family	972	1-2x/weekly	54
FYC Youth: Summer Camp	120	4 weeks/summer	20
AACI Mental Health: Individual	20	TBD	10
AACI Mental Health: Group	12	TBD	12
AARS Adult Substance Abuse		TBD	
FOCUS: Citizenship	48	2x/month	24
FOCUS: Philippines Culture & Hx	48	2x/month	24
FOCUS: Fil-Am Culture & Hx	48	2x/month	24
FOCUS: Community Issues	48	2x/month	24
FOCUS: Leadership	48	2x/month	24
FOCUS: Immigration	48	2x/month	24
KACS: Computer Class	12	4x/year	4
KACS: Korean Language Class	12	4x/year	4
MSSPC: Exercise	48	1x/weekly	48
MSSPC: Cultural Festival	2	Once	1
MSSPC: Caregiver Conference	3.5	Once	1
VoVinam: Martial Arts Training	500	5x/weekly	250
VoVinam: Youth Activities	36	Once	1

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<b>Service</b>	<b>Hours</b>	<b>Frequency</b>	<b>Number</b>
VoVinam: Tournament	36	Once	1
VoVinam: Belts	8	2x/year	2
VoVinam: Staff Training	96	1x/month	12
Self Help: Social Dance	150	1x/weekly	50
Self Help: Ethnic Dance Class	60	3-4x/month	40
Self Help: Exercise Class	62.5	2-3x/weekly	125
Self Help: Karaoke	100	1x/weekly	50
Self Help: Wellness	8	4x/year	4
Self Help: Employment	996	5x/weekly	249

Please see appendix for a sample monthly activity calendar demonstrating JTS-NCC utilization.

**Recruitment and Cost**

The AARS JTS-NCC Marketing and Outreach Plan is included in the appendix.

Service participants are selected based on their need for and interest in participation with services. Each collaborative partner is responsible for ensuring that their client selection and enrollment methods are consistent with agency policy, generally accepted standards of care and other pertinent guidelines concerning eligibility, confidentiality, and documentation.

Proposed services are provided at no or minimal cost to customers. Any costs that are charged to customers will most likely arise in certain optional enrichment activities to compensate for material costs (such as art activity groups). Customers will not be refused services based on their ability to pay.

Some fees may be associated with facility rental for events (weddings, private parties) that may be held at the JTS-NCC. AARS will follow the fee schedule identified as Attachment J - City's Fees and Charges Resolution.

## FORM 4 – UNITS OF SERVICE WORKSHEET

**PROPOSED SERVICE:** AARS – Senior Nutrition Services

[illegible]

**UOS FORMULA\***

PARTICIPANTS PER SESSION 35	x	SESSIONS PER YEAR 50	x	HOURS PER SESSION 1	=	UOS 1,750
PARTICIPANTS PER SESSION 60	x	SESSIONS PER YEAR 150	x	HOURS PER SESSION 1	=	UOS 9,000

***COST PER UOS (Mandatory for each Service)***

ESTIMATED BUDGET PER PROPOSED SERVICE	UOS PER PROPOSED SERVICE	COST PER UOS
\$65,500	10,750	\$6.09
	÷	=

# FORM 4 – UNITS OF SERVICE WORKSHEET

**PROPOSED SERVICE:** AARS – Case Management/Veteran Services

[illegible]

**UOS FORMULA\***

UOS FORMULA			
PARTICIPANTS PER SESSION	SESSIONS PER YEAR	HOURS PER SESSION	UOS
2	1,500	1	3,000
x	x	x	=

***COST PER UOS (Mandatory for each Service)***

ESTIMATED BUDGET PER PROPOSED SERVICE	UOS PER PROPOSED SERVICE	COST PER UOS
\$118,530	3,000	\$39.51
	÷	=

# FORM 4 – UNITS OF SERVICE WORKSHEET

PROPOSED SERVICE: AARS - Adult Substance Abuse Services

SPECIFIC ACTIVITY	PARTICIPANTS PER YEAR	PARTICIPANTS PER SESSION	SESSIONS PER YEAR	HOURS PER SESSION	UNITS OF SERVICE (UOS)*
Tagalong Aerobics Group	30	10	50	2	1,000
Tagalong Relapse Prevention Group	30	10	50	2	1,000

## UOS FORMULA\*

Tagalong Aerobics Group					UOS
PARTICIPANTS PER SESSION	SESSIONS PER YEAR		HOURS PER SESSION		
10	x	50	x	2	=
					1,000

Tagalong Relapse Prevention Group					UOS
PARTICIPANTS PER SESSION	SESSIONS PER YEAR		HOURS PER SESSION		
10	x	50	x	2	=
					1,000

## COST PER UOS (Mandatory for each Service)

Tagalong Aerobics Group					COST PER UOS
ESTIMATED BUDGET PER PROPOSED SERVICE		UOS PER PROPOSED SERVICE			
\$7,500	÷	1,000		=	\$7.50

Tagalong Relapse Prevention Group					COST PER UOS
ESTIMATED BUDGET PER PROPOSED SERVICE		UOS PER PROPOSED SERVICE			
\$7,500	÷	1,000		=	\$7.50

# **FORM 4 – UNITS OF SERVICE WORKSHEET**

**PROPOSED SERVICE:** FYC Youth Services

SPECIFIC ACTIVITY	PARTICIPANTS PER YEAR	PARTICIPANTS PER SESSION	SESSIONS PER YEAR	HOURS PER SESSION	UNITS OF SERVICE (UOS)*
<b>Case Management &amp; Youth Support Groups</b> (Intake/assessment, outreach, motivational sessions, support groups, truancy prevention/intervention)	1,164	12	700	1	8,400
<b>Cultural Activities / Community Events</b> (Planning and implementation)	1,000	1,000	1	4	4,000
<b>Gang Mediation/ Intervention/ Crisis Response</b> (Intake/assessment, outreach, motivational sessions, support groups, anti-gang & violence prevention/intervention)	990	56	139	1.2	9,341
<b>Parent/Family Support</b> (Orientation, individual/family counseling, follow-up sessions, parent support groups, family activities)	110	12	54	18	11,664
<b>Summer Camp</b> (Four weeks of 30/hrs/week for 20 teens and 20 youth)	40	40	20	6	4,800

*COST PER UOS (Mandatory for each Service)*

ESTIMATED BUDGET PER PROPOSED SERVICE	UOS PER PROPOSED SERVICE	COST PER UOS
\$144,700	38,205	\$3.79
	÷	=



# FORM 4 – UNITS OF SERVICE WORKSHEET

[illegible]

ESTIMATED BUDGET PER PROPOSED SERVICE	4,095	÷	200	=	COST PER UOS
					\$20.48

ESTIMATED BUDGET PER PROPOSED SERVICE	2,457	÷	120	=	\$20.48
Mental health services: individual					
ESTIMATED BUDGET PER PROPOSED SERVICE	UOS PER PROPOSED SERVICE				COST PER UOS

## FORM 4 – UNITS OF SERVICE WORKSHEET

**PROPOSED SERVICE:** FOCUS Services for Filipino Immigrants & Families/Community Education & Research

SPECIFIC ACTIVITY	PARTICIPANTS PER YEAR	PARTICIPANTS PER SESSION	SESSIONS PER YEAR	HOURS PER SESSION	UNITS OF SERVICE (UOS)*
Newcomers Orientation / Citizenship Education	240	10	24	2	480
Philippine Culture & History	240	10	24	2	480
Fil-Am Culture & History	240	10	24	2	480
Issues Affecting the Fil-Am Community	240	10	24	2	480
Leadership & Community Organizing Training	240	10	24	2	480
Immigration Barriers & Challenges	240	10	24	2	480

### *COST PER UOS (Mandatory for each Service)*

<b>Newcomers Orientation / Citizenship Education</b>			
ESTIMATED BUDGET PER PROPOSED SERVICE	UOS PER PROPOSED SERVICE		COST PER UOS
\$15,500	480	=	\$32.29
<b>Philippine Culture &amp; History</b>			
ESTIMATED BUDGET PER PROPOSED SERVICE	UOS PER PROPOSED SERVICE		COST PER UOS
\$15,500	480	=	\$32.29
<b>Fil-Am Culture &amp; History</b>			
ESTIMATED BUDGET PER PROPOSED SERVICE	UOS PER PROPOSED SERVICE		COST PER UOS
\$15,500	480	=	\$32.29
<b>Issues Affecting the Fil-Am Community</b>			
ESTIMATED BUDGET PER PROPOSED SERVICE	UOS PER PROPOSED SERVICE		COST PER UOS
\$15,500	480	=	\$32.29

Leadership & Community Organizing Training			
ESTIMATED BUDGET PER PROPOSED SERVICE	÷	UOS PER PROPOSED SERVICE	=
\$15,500		480	
			COST PER UOS
			\$32.29
Immigration Barriers & Challenges			
ESTIMATED BUDGET PER PROPOSED SERVICE	÷	UOS PER PROPOSED SERVICE	=
\$15,500		480	
			COST PER UOS
			\$32.29

# FORM 4 – UNITS OF SERVICE WORKSHEET

PROPOSED SERVICE: KACS Education Services

SPECIFIC ACTIVITY	PARTICIPANTS PER YEAR	PARTICIPANTS PER SESSION	SESSIONS PER YEAR	HOURS PER SESSION	UNITS OF SERVICE (UOS)*
Computer Classes	100	10	4	3	120
Korean Language Class	100	20	4	3	240

## UOS FORMULA\*

$$\frac{\text{PARTICIPANTS PER SESSION} \times \text{SESSIONS PER YEAR} \times \text{HOURS PER SESSION}}{\text{HOURS PER SESSION}} = \text{UOS}$$

## COST PER UOS (Mandatory for each Service)

$$\frac{\text{ESTIMATED BUDGET PER PROPOSED SERVICE}}{\text{UOS PER PROPOSED SERVICE}} = \text{COST PER UOS}$$

0 ÷ 360 = 0

\* No budget provided – in-kind services

# FORM 4 – UNITS OF SERVICE WORKSHEET

**PROPOSED SERVICE:** The Minority Senior Service Providers Consortium

[illegible]

**UOS FORMULA\***

### PARTICIPANTS PER SESSION

SESSIONS PER YEAR

HOURS PER SESSION

UOS

***COST PER UOS (Mandatory for each Service)***

ESTIMATED BUDGET PER PROPOSED SERVICE

UOS PER PROPOSED SERVICE

COST PER UOS

\* No budget provided – in-kind services

# **FORM 4 – UNITS OF SERVICE WORKSHEET**

**PROPOSED SERVICE:** Vo Vinam Martial Arts

SPECIFIC ACTIVITY	PARTICIPANTS PER YEAR	PARTICIPANTS PER SESSION	SESSIONS PER YEAR	HOURS PER SESSION	UNITS OF SERVICE (UOS)*
Martial Arts Training	150	50	250	2	25,000
Youth Activities (Camps, Trips, Leadership Development)	120	120	1	36	4,320
Martial Arts Tournament and Competition	500	500	1	36	18,000
Belt Examination and Promotion	120	100	2	4	800
Capacity Building Activities (Staff Development)	30	25	12	8	2,400

## ***COST PER UOS (Mandatory for each Service)***

<b>Martial Arts Training</b>		
ESTIMATED BUDGET PER PROPOSED SERVICE	UOS PER PROPOSED SERVICE	COST PER UOS
\$60,085	25,000	\$2.40
<b>Youth Activities (Camps, Trips, Leadership Development)</b>		
ESTIMATED BUDGET PER PROPOSED SERVICE	UOS PER PROPOSED SERVICE	COST PER UOS
\$4,625	4,320	\$1.07
<b>Martial Arts Tournament and Competition</b>		
ESTIMATED BUDGET PER PROPOSED SERVICE	UOS PER PROPOSED SERVICE	COST PER UOS
\$12,000	18,000	\$0.67
<b>Belt Examination and Promotion</b>		
ESTIMATED BUDGET PER PROPOSED SERVICE	UOS PER PROPOSED SERVICE	COST PER UOS
\$1,000	800	\$1.25
<b>Capacity Building Activities (Staff Development)</b>		
ESTIMATED BUDGET PER PROPOSED SERVICE	UOS PER PROPOSED SERVICE	COST PER UOS
\$13,800	2,400	\$5.75

## FORM 4 – UNITS OF SERVICE WORKSHEET

**PROPOSED SERVICE:** Self Help for the Elderly - Senior Activities

SPECIFIC ACTIVITY	PARTICIPANTS PER YEAR (Unduplicated clients)	PARTICIPANTS PER SESSION	SESSIONS PER YEAR	HOURS PER SESSION	UNITS OF SERVICE (UOS)*
<b>Activities:</b>					
Social Dance	100	70	50	3	10,500
Ethnic Dance Classes	30	10	40	1.5	600
Exercise Classes	60	15	125	0.5	938
Karaoke	50	20	50	2	2,000
Wellness Program	50	30	4	2.	240
Senior Community Service Employment Program (SCSEP)	2	2	249	4	1,992

*COST PER UOS (Mandatory for each Service)*

ESTIMATED BUDGET PER PROPOSED SERVICE	UOS PER PROPOSED SERVICE	COST PER UOS
0	16,270	0
	÷	=

No budget provided, above referenced services are to be provided by Self Help for the Elderly on an in-kind basis.

## FORM 5A– CENTER BUDGET

Complete a **total** budget for the Center.

### A. Personnel Costs

Description	Service Provider	Funding Source	Partnering Agency	Total Program
Center Director	60,000	Other Revenues <sup>1</sup>		60,000
Administrative Assistant	38,400			38,400
Nutrition Services Coordinator	15,000			15,000
Nutrition Services Worker	13,200			13,200
Veteran Services Coordinator/Case Manager	30,150			30,150
Counselor	9,280			9,280
Case Manager	33,840			33,840
FYC Executive Director			14,000	14,000
FYC Program Director			12,000	12,000
FYC Project Specialist			44,000	44,000
FYC Summer Camp Staff			10,800	10,800
Total Salaries	190,590		80,800	271,390
Fringe Benefits	51,870		17,410	69,280
<b>Total Personnel Costs</b>	<b>\$242,460</b>		<b>\$98,210</b>	<b>\$340,670</b>

### B. Operating Costs

Description	Service Provider	Funding Source	Partnering Agency	Total Program
Occupancy			12,700	12,700
Facility Maintenance	97,350	City of San Jose		97,350
Utilities	41,250	City of San Jose		41,250
Other Non-Personnel Operating Costs	33,000	Other Revenues <sup>1</sup>		33,000
Garbage Collection	3,070	City of San Jose		3,070
Communication	5,500	Other Revenues <sup>1</sup>		5,500
Office Supplies	3,600		3,300	6,900
Program Supplies	6,000		3,300	9,300
Travel	7,800			7,800
Insurance	6,000		4,500	10,500
Contract Services			1,800	1,800
Audit Fees			6,500	6,500
Overhead	60,300		3,000	63,300
Other – Client Expenses	21,310			21,310
Other – Client Activities			11,390	11,390



<b>Total Operating Costs</b>	<b>\$283,380</b>		<b>\$46,490</b>	<b>\$329,870</b>
<b>TOTAL COSTS</b>	<b>\$535,120</b>		<b>\$144,700</b>	<b>\$679,820</b>

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<sup>1</sup> Other Revenues is composed of the following sources:

**Anticipated Contracts and Grants:** AARS plans to apply for funding opportunities for Case Management, Senior Nutrition and General Operating Staffing as they become available.

**Facility Rental Fees:** AARS will actively market the center for event rentals and will charge rates in accordance with the guidelines set forth in the RFP.

**Fundraising:** Upon notice of contract award, AARS will solicit corporate, individual, and local business contributions to fund the operations of the center. AARS will also solicit community foundations for funds to provide additional services and activities at the center.

**FORM 5B – SERVICE BUDGET**

Complete a budget for each proposed service.

**PROPOSED SERVICE:** AARS Senior Nutrition Services

**A. Personnel Costs**

Description	Service Provider	Funding Source	Partnering Agency	Total Program
Nutrition Services Coordinator (.40 FTE)	15,000	Other <sup>1</sup>		15,000
Senior Nutrition Worker (.40 FTE)	13,200			13,200
Total Salaries	\$28,200			\$28,200
Fringe Benefits	\$7,330			\$7,330
<b>Total Personnel Costs</b>	<b>\$35,530</b>			<b>\$35,530</b>

**B. Operating Costs**

Description	Service Provider	Funding Source	Partnering Agency	Total Program
Occupancy				
Utilities				
Communication				
Office Supplies				
Equipment				
Program Supplies	2,400	Other <sup>1</sup>		2,400
Travel	1,200			1,200
Insurance				
Contract Services				
Audit Fees				
Overhead	6,960			6,960
Other – Client Expenses	18,910			18,910
Other				
<b>Total Operating Costs</b>	<b>\$22,510</b>			<b>\$22,510</b>

<b>TOTAL COSTS</b>	<b>\$65,000</b>			<b>\$65,500</b>
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<sup>1</sup> Other Revenues for Senior Nutrition Services is composed of:

**Anticipated Contracts and Grants:** AARS plans to apply for funding opportunities for Senior Nutrition Services as they become available.

# FORM 5B - SERVICE BUDGET

Complete a budget for each proposed service.

**PROPOSED SERVICE:** AARS Case Management / Veteran Services

## A. Personnel Costs

Description	Service Provider	Funding Source	Partnering Agency	Total Program
Case Manager (.90 FTE)	33,840	Other <sup>1</sup>		33,840
Veteran Services Coordinator/Case Manager (.90 FTE)	30,150			30,150
Total Salaries	\$63,990			\$63,990
Fringe Benefits	\$16,640			\$16,640
<b>Total Personnel Costs</b>	<b>\$80,630</b>			<b>\$80,630</b>

## B. Operating Costs

Description	Service Provider	Funding Source	Partnering Agency	Total Program
Occupancy	12,000	Other <sup>1</sup>		12,000
Utilities				
Office Supplies	2,400			2,400
Equipment				
Program Supplies	2,400			2,400
Travel	6,000			6,000
Insurance				
Contract Services				
Audit Fees				
Overhead	12,700			12,700
Other – Client Expenses	2,400			2,400
Other				
<b>Total Operating Costs</b>	<b>\$25,200</b>			<b>\$25,200</b>

<b>TOTAL COSTS</b>	<b>\$118,530</b>			<b>\$118,530</b>
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<sup>1</sup> Other Revenues for Case Management and Veteran Services is composed of:  
**Anticipated Contracts and Grants:** AARS plans to apply for funding opportunities for Case Management Services as they become available.

## FORM 5B – SERVICE BUDGET

Complete a budget for **each** proposed service.

**PROPOSED SERVICE:** AARS Adult Substance Abuse Services

### A. Personnel Costs

Description	Service Provider	Funding Source	Partnering Agency	Total Budget
<i>(List position title and FTE)</i>				
Counselor (S. Jaiver)	9,280			9,280
Total Salaries	9,280			9,280
Fringe Benefits	2,320			2,320
<b>Total Personnel Costs</b>	<b>11,600</b>			<b>11,600</b>

### B. Operating Costs

Description	Service Provider	Funding Source	Partnering Agency	Total Budget
Occupancy				
Utilities				
Communication				
Office Supplies				
Equipment				
Program Supplies	1,200			1,200
Travel	600			600
Insurance				
Contract Services				
Audit Fees				
Overhead	1,600			1,600
Other (Specify)				
Other				
<b>Total Operating Costs</b>	<b>3,400</b>			<b>3,400</b>

<b>TOTAL COSTS</b>	<b>15,000</b>			<b>15,000</b>
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# FORM 5B - SERVICE BUDGET

Complete a budget for each proposed service.

PROPOSED SERVICE: FYC Case Management and Youth Support Group

## A. Personnel Costs

Description	Service Provider	Funding Source	Partnering Agency	Total Program
Executive Director (.17 FTE)	1,000	BEST Funding	5,000	6,000
Program Director (.18 FTE)	2,000		3,000	5,000
Project Specialist 5 (.28 FTE)	3,000		15,000	18,000
Total Salaries	\$6,000		\$23,000	\$29,000
Fringe Benefits	\$1,400		\$4,600	\$6,000
Total Personnel Costs	\$7,400		\$27,600	\$35,000

## B. Operating Costs

Description	Service Provider	Funding Source	Partnering Agency	Total Program
Occupancy	500	BEST Funding	4,000	4,500
Utilities			1,000	1,000
Communication				
Office Supplies	500		800	1,300
Equipment				
Program Supplies	500		800	1,300
Travel				
Insurance			2,000	2,000
Contract Services			800	800
Audit Fees			3,000	3,000
Overhead				
Other - Client Expenses				
Other - Training				
Total Operating Costs	\$1,500		\$12,400	\$13,900
TOTAL COSTS	\$8,900		\$40,000	\$48,900

# **FORM 5B – SERVICE BUDGET**

Complete a budget for each proposed service.

**PROPOSED SERVICE:** FYC Gang Mediation/Intervention/Crisis Response

## **A. Personnel Costs**

Description	Service Provider	Funding Source	Partnering Agency	Total Program
Executive Director (.17 FTE)	1,000	BEST Funding	5,000	6,000
Program Director (.18 FTE)	2,000		3,000	5,000
Project Specialist 5 (.28 FTE)	3,000		15,000	18,000
Total Salaries	\$6,000	↓	\$23,000	\$29,000
Fringe Benefits	\$1,400		\$4,600	\$6,000
<b>Total Personnel Costs</b>	<b>\$7,400</b>		<b>\$27,600</b>	<b>\$35,000</b>

## **B. Operating Costs**

Description	Service Provider	Funding Source	Partnering Agency	Total Program
Occupancy	500	BEST Funding	4,000	4,500
Utilities			1,000	1,000
Communication				
Office Supplies	500		800	1,300
Equipment				
Program Supplies	500	↓	800	1,300
Travel				
Insurance			2,000	2,000
Contract Services			800	800
Audit Fees			3,000	3,000
Overhead				
Other – Client Expenses				
Other – Training				
<b>Total Operating Costs</b>	<b>\$1,500</b>		<b>\$12,400</b>	<b>\$13,900</b>
<b>TOTAL COSTS</b>	<b>\$8,900</b>		<b>\$40,000</b>	<b>\$48,900</b>

## FORM 5B – SERVICE BUDGET

Complete a budget for **each** proposed service.

**PROPOSED SERVICE:** FYC Parent/Family Support / Cultural Activities

### A. Personnel Costs

Description	Service Provider	Funding Source	Partnering Agency	Total Program
Executive Director (.17 FTE)	2,000	BEST Funding		2,000
Program Director (.18 FTE)	1,000		1,000	2,000
Project Specialist 5 (.28 FTE)	3,000		5,000	8,000
Total Salaries	\$6,000		\$6,000	\$29,000
Fringe Benefits	\$1,400		\$1,200	\$2,600
<b>Total Personnel Costs</b>	<b>\$7,400</b>		<b>\$7,200</b>	<b>\$14,600</b>

### B. Operating Costs

Description	Service Provider	Funding Source	Partnering Agency	Total Program
Occupancy	500	BEST Funding	1,000	1,500
Utilities			200	200
Communication				
Office Supplies	500		200	700
Equipment				
Program Supplies	500		200	700
Travel				
Insurance			500	500
Contract Services			200	200
Audit Fees			500	500
Overhead				
Other – Client Expenses				
Other – Training				
<b>Total Operating Costs</b>	<b>\$1,500</b>		<b>\$2,800</b>	<b>\$4,300</b>
<b>TOTAL COSTS</b>	<b>\$8,900</b>		<b>\$10,000</b>	<b>\$18,900</b>

**FORM 5B – SERVICE BUDGET**

Complete a budget for **each** proposed service.

**PROPOSED SERVICE:** FYC Summer Camp Program

**A. Personnel Costs**

Description	Service Provider	Funding Source	Partnering Agency	Total Program
Summer Camp Staff (.40 FTE)	10,800	Camp Fees / Fundraising		10,800
Total Salaries	\$10,800			\$10,800
Fringe Benefits	\$2,810			\$2,810
<b>Total Personnel Costs</b>	<b>\$13,610</b>			<b>\$13,610</b>

**B. Operating Costs**

Description	Service Provider	Funding Source	Partnering Agency	Total Program
Occupancy				
Utilities				
Communication				
Office Supplies				
Equipment				
Program Supplies				
Travel				
Insurance				
Contract Services				
Audit Fees				
Overhead	3,000	Camp Fees / Fundraising		3,000
Other – Client Activities	11,390			11,390
Other – Training				
<b>Total Operating Costs</b>	<b>\$14,390</b>			<b>\$14,390</b>
<b>TOTAL COSTS</b>	<b>\$28,000</b>			<b>\$28,000</b>



## FORM 5B – SERVICE BUDGET

Complete a budget for each proposed service.

**PROPOSED SERVICE:** Mental health services provided through group and individual counseling sessions, depending on client needs

### A. Personnel Costs

Description	Service Provider	Funding Source	Partnering Agency	Total Program
<i>Behavior Health Counselor at Northside (Up to .15 FTE)</i>	\$6,552			\$6,552
Total Salaries	\$6,552			\$6,552
Fringe Benefits				
<b>Total Personnel Costs</b>	<b>\$6,522</b>			<b>\$6,522</b>

### B. Operating Costs

Description	Service Provider	Funding Source	Partnering Agency	Total Program
<i>Occupancy</i>	<i>AACI understands that AARS will provide private counseling space for individuals and group sessions free of charge to AACI.</i>			
Utilities				
Communication				
Office Supplies				
Equipment				
<i>Program Supplies</i>				
Travel				
Insurance				
Contract Services				
Audit Fees				
Overhead				
Other (Specify)				
Other				
<b>Total Operating Costs</b>				

<b>TOTAL COSTS</b>	<b>\$6,552</b>			<b>\$6,552</b>
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**FORM 5B - SERVICE BUDGET**

Complete a budget for **each** proposed service.

**PROPOSED SERVICE:** FOCUS Services for Filipino Immigrants & Families/Community Education & Research

**A. Personnel Costs**

Description	Service Provider	Funding Source	Partnering Agency	Total Program
Program Manager (1.0 FTE)	\$35,000	Community Foundation Silicon Valley		\$35,000
Project Coordinator (2.0 FTE)	\$50,000	Women's Foundation/ Catholic Charities/ California Endowment		\$50,000
Total Salaries	\$85,000			\$85,000
Fringe Benefits	\$6,000			\$6,000
<b>Total Personnel Costs</b>	<b>\$91,000</b>			<b>\$91,000</b>

**B. Operating Costs**

Description	Service Provider	Funding Source	Partnering Agency	Total Program
Occupancy	\$1,000	Same As Above		\$1,000
Utilities				
Communication				
Office Supplies				
Equipment				
Program Supplies	\$1,000			\$1,000
Travel				
Insurance				
Contract Services				
Audit Fees				
Overhead				
Other (Specify)				
Other				
<b>Total Operating Costs</b>	<b>\$2,000</b>			<b>\$2,000</b>
<b>TOTAL COSTS</b>	<b>\$93,000</b>			<b>\$93,000</b>

**FORM 5B – SERVICE BUDGET**

Complete a budget for each proposed service.

**PROPOSED SERVICE:** Vivonam Martial Arts

**A. Personnel Costs**

Description	Service Provider	Funding Source	Partnering Agency	Total Program
Lead Instructor (.20 FTE)	9,000	Agency Funds		9,000
Instructor Assistant (.40 FTE)	13,500			13,500
Project Director (.05 FTE)	6,100			6,100
Event Staff (.15 FTE)	6,480			6,480
Masters and Instructors (.08 FTE)	3,520			3,520
Total Salaries	\$38,600			\$38,600
Fringe Benefits	\$7,720			\$7,720
<b>Total Personnel Costs</b>	<b>\$46,320</b>			<b>\$46,320</b>

**B. Operating Costs**

Description	Service Provider	Funding Source	Partnering Agency	Total Program
Occupancy	9,400	Agency Funds		9,400
Utilities	900			900
Communication	900			900
Office Supplies	1,440			1,440
Equipment	7,000			7,000
Program Supplies	1,300			1,300
Travel	18,100			18,100
Insurance	2,400			2,400
Contract Services	1,400			1,400
Audit Fees	400			400
Overhead				
Other – Misc. Client Exp.	1,950			1,950
Other				
<b>Total Operating Costs</b>	<b>\$45,190</b>			<b>\$45,190</b>
<b>TOTAL COSTS</b>	<b>\$91,510</b>			<b>\$91,510</b>

**FORM 6 - BUDGET NARRATIVE**

Complete budget narrative for each proposed service. List each budgeted item for the proposed service and give an explanation of how it contributes to the success of each service.

**PROPOSED SERVICE:** AARS Senior Nutrition Services

## Personnel Costs

Description	Explanation
<b>Examples:</b>	
Nutrition Services Coordinator	Nutrition Services Coordinator will hold and maintain a Food Safety Manager Certificate and will be responsible for preparing all meals on a pre-approved menu.
Senior Nutrition Worker	The Senior Nutrition Worker will be responsible for promoting and planning nutrition services for seniors. This position will also be responsible for developing menus in accordance with guidelines set by the funding source.

## Operating Costs

[illegible]

**FORM 6 BUDGET NARRATIVE**

Complete budget narrative for each proposed service. List each budgeted item for the proposed service and give an explanation of how it contributes to the success of each service.

**PROPOSED SERVICE:** AARS Case Management / Veteran Services

**Personnel Costs**

Description	Explanation
<b>Examples:</b>	
Case Manager	Provide case management services that include: comprehensive assessment and individualized case management plan. Other services to include translations/interpretation, escort, transportation and other services as deemed necessary.
Veteran Services Coordinator/Case Manager	Provide case management services to Filipino WWII veterans that include: comprehensive assessment and individualized case management plan. Other services to include translations/interpretation, escort, transportation and other services as deemed necessary.

**Operating Costs**

Description	Explanation
<b>Examples:</b>	
Facility Rental	Will include the cost of occupying one office on a continuous basis. Costs include all utilities and maintenance.
Office Supplies	Cost of general office supplies and postage.
Travel	Costs of transportation services.
Program Supplies	Cost of promotional activities and events.
Client Expenses	Cost of client activities, workshops, and events.

## FORM 6 –BUDGET NARRATIVE

Complete budget narrative for each proposed service. List each budgeted item for the proposed service and give an explanation of how it contributes to the success of each service.

**PROPOSED SERVICE:** AARS Adult Substance Abuse Services

### Personnel Costs

Description	Explanation
Counselor (S. Jaiver)	0.20 FTE will coordinate, plan and facilitate group meetings for both the Tagalong Aerobics Group and the Tagalong Relapse Prevention Group.

### Operating Costs

Description	Explanation
Program Supplies	Includes costs of materials and incentives used during group activities.
Travel	Estimated cost of travel between the AARS Santa Clara office and the Northside center.
Overhead	Cost of all administrative functions, including fiscal management, human resources, clinical supervision, and information technology support, calculated at 12% of direct expenses.

**FORM 6-BUDGET NARRATIVE**

Complete budget narrative for each proposed service. List each budgeted item for the proposed service and give an explanation of how it contributes to the success of each service.

**PROPOSED SERVICE:** Case Management and Youth Support Group

**Personnel Costs**

Description	Explanation
<b>Examples:</b>	
Executive Director	For successful delivery of this service, E.D. will: provide policy direction in regards to the service component, set program guidelines and provide administrative support; regularly evaluate and review program implementation to ensure achievement of goals. To ensure continuity of service, E.D. will facilitate program development; submit quarterly reports; and direct overall course of program.
Program Director	An integral part of the team, P.D. will: take direction from E.D., provide supervision to site staff; implement curriculum on processing school counselor referrals; assist staff at assigned sites when and where needed, monitor performance; submit progress reports to E.D.
Prevention Specialists	As front-line team members, P.S. will: follow direction of P.D., perform intake assessment, plan and implement outreach activities, provide one-on-one sessions, support group sessions, follow-up with students and monitor school performance; collaborate with other CBO's or appropriate school personnel in planning case management of special needs students

**Operating Costs**

Description	Explanation
<b>Examples:</b>	
Facility (occupancy)	Dedicated office space is important for structure and organization; utility or kitchen space
Program supplies	Necessary for activities and projects (i.e., workshops, seminars, focus groups, etc.)
Office supplies	Necessary for administrative tasks
Audit/Insurance fees	Basic fees required by governing agencies

**FORM 6 BUDGET NARRATIVE**

Complete budget narrative for each proposed service. List each budgeted item for the proposed service and give an explanation of how it contributes to the success of each service.

**PROPOSED SERVICE:** Gang Mediation / Intervention / Crisis Response

**Personnel Costs**

Description	Explanation
<b>Examples:</b>	
Executive Director	For successful delivery of this service, E.D. will: provide policy direction in regards to the service component, set program guidelines and provide administrative support; regularly evaluate and review program implementation to ensure achievement of goals. To ensure continuity of service, E.D. will facilitate program development; submit quarterly reports; and direct overall course of program. For this service component, E.D. directly interfaces with involved parents.
Program Director	An integral part of the team, P.D. will: take direction from E.D., provide supervision to site staff; implement curriculum on processing school counselor referrals on gang-related incidents; work with community liaison officers at SJPD, assist staff at assigned sites when and where needed, monitor performance; submit progress reports to E.D.
Intervention Specialists	As front-line team members, I.S. will: follow direction of P.D., perform intake assessment, plan and implement outreach activities, provide one-on-one sessions, support group sessions, follow-up with students and monitor school performance; collaborate with other CBO's (especially with anti-gang agencies) or appropriate school personnel in planning case management of special needs students

**Operating Costs**

Description	Explanation
<b>Examples:</b>	
Facility (occupancy)	Dedicated office space is important for structure and organization; closed door facility for one-on-one sessions; large room for support groups and class-size workshops
Program/office supplies	Necessary for activities and projects (i.e., workshops, seminars, focus groups, etc.)
Audit/Insurance	Basic fees required by governing agencies



**FORM 6 –BUDGET NARRATIVE**

Complete budget narrative for each proposed service. List each budgeted item for the proposed service and give an explanation of how it contributes to the success of each service.

**PROPOSED SERVICE:** FYC Parent/Family Support / Cultural Activities

**Personnel Costs**

Description	Explanation
<b>Examples:</b>	
Executive Director	For successful delivery of this service, E.D. will: provide policy direction in regards to the service component, set program guidelines and provide administrative support; regularly evaluate and review program implementation to ensure achievement of goals. For this service component, E.D. has main responsibility.
Program Director	Assists E.D. in facilitating activities; funds mainly covers compensation for Folk Dance/Art Program Director
Project Specialist	Assists in parent-teen activities; facilitates Parenting Education workshops; coordinates transportation for rehearsals and events

**Operating Costs**

Description	Explanation
<b>Examples:</b>	
Facility (occupancy)	Ample space for folk dance rehearsals; conference room for Parenting workshops; utility space for folk dance/art equipment and production material (i.e., costumes, props, musical instruments)
Program/office Supplies	Necessary for activities and projects (i.e., workshops, seminars, focus groups, etc.); art and craft materials
Audit/insurance fees	Basic requirements

**FORM 6 - BUDGET NARRATIVE**

Complete budget narrative for each proposed service. List each budgeted item for the proposed service and give an explanation of how it contributes to the success of each service.

**PROPOSED SERVICE:** FYC Summer Camp Program

**Personnel Costs**

Description	Explanation
<b>Examples:</b>	
Summer Camp Staff	Summer Camp Staff will be hired 2 weeks prior to the start of camp, during the 4 weeks of the camp, and one week after the camp. There will be a total of 3 staff persons, who will be responsible for planning, coordinating, and supervising program activities, promotional events and correspondences, and other all aspects of the program.

**Operating Costs**

Description	Explanation
<b>Examples:</b>	
Overhead	Overhead costs are costs associated with the set up and clean up of the facility, and administrative tasks for the camp.
Client Activities	It is expected that the camp schedule will call for frequent outings to local attractions and other events. This line item will go towards paying for admissions fees, transportation costs, as well as food costs for participants.

**FORM 6 - BUDGET NARRATIVE**

Complete budget narrative for each proposed service. List each budgeted item for the proposed service and give an explanation of how it contributes to the success of each service.

**PROPOSED SERVICE:** Mental health services provided through group and individual counseling sessions, depending on client needs

## Personnel Costs

[illegible]

## Operating Costs

[illegible]

**FORM 6-BUDGET NARRATIVE**

Complete budget narrative for each proposed service. List each budgeted item for the proposed service and give an explanation of how it contributes to the success of each service.

**PROPOSED SERVICE:** FOCUS Services for Filipino Immigrants & Families/Community Education & Research

## Personnel Costs

[illegible]

## Operating Costs

[illegible]

**FORM 6 - BUDGET NARRATIVE**

Complete budget narrative for each proposed service. List each budgeted item for the proposed service and give an explanation of how it contributes to the success of each service.

**PROPOSED SERVICE:** Vivonam Martial Arts

**Personnel Costs**

Description	Explanation
<b>Examples:</b>	
Lead Instructor	Lead Instructor will be in charge of the class and he/she is the primary instructor responsible for the program administratively as well as technically. The time requirement for this person will be 2 hours each session for 2 sessions per week and 2 additional hours for instructional preparation.
Instructor Assistant	The instructor Assistant requires someone to be astute with Vovinam Martial Arts techniques that have attained a level of competency that deemed ready for providing technical assistance to newer students. Same amount of time requirement.
Program Director	Who will be the main coordinator for this annual event that gather around 500 Vovinam students from all over the world. This person will be in charge of the operational aspects as well as program details. His/her time requirement will be for a 3 days of actual activities and lots of preparation in advance.
Event Staff	The Event Staff will consist of 3 people assisting the Program Director before and during this event. His/Her time requirements will be 3 days plus 7 days preparing for this event.
Masters and Instructors	Full time dedicated position, organizing all activities and program support.
Fringe Benefits	Includes Payroll Taxes and other mandatory employee related costs.

**Operating Costs**

Description	Explanation
<b>Examples:</b>	
Occupancy	Facility Rentals for regular practices, tutoring sessions and for program events.
Utilities	Costs associated with set up and clean up after use of facilities.
Communications	Phone, website, mailing lists, subscriptions
Office Supplies	Letterhead, stamps, and other general office supplies.
Equipment	Martial art equipment: Padded Mats, Punching/Kicking Tools

Program Supplies	Handouts, certificates, textbooks, workbooks, and materials necessary to run program.
Travel	Airfare and lodging for special and honorary guests
Insurance	Group insurance for practice hall, and events
Contract Services	Professional and legal services such as account, contract, training
Audit Fees	Quarterly account auditing and compliance review
Other – Misc. Client Exp.	Miscellaneous Client Expenses.

Entity-wide Income Statement History and Forecast  
Project/Program: Northside RFP  
Proposer: Asian American Recovery Services, Inc.

	Audited Results					Five Years of Forecasted Results				
	2002	2003	2004	2005	2006 (draft)	2007	2008	2009	2010	2011
<b>Revenues</b>										
Operating Revenues (please list)										
Grants from Government Agencies	8,624,267	9,639,801	10,085,781	8,880,015	9,490,997	11,504,918	12,080,000	12,684,000	13,318,000	13,984,000
Non-Government Grant Revenues	417,753	215,845	165,060	214,451	77,956	220,708	232,000	244,000	256,000	269,000
Special Events	12,831	29,755	19,273	34,723	41,731	-	-	-	-	-
Program Services Revenues	52,364	64,142	71,176	74,364	92,687	50,000	53,000	56,000	59,000	62,000
Donations/Sublease/Other Revenues	103,262	39,387	103,721	153,144	84,295	56,585	59,000	62,000	65,000	68,000
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
Subtotal operating revenues	9,210,477	9,988,930	10,445,011	9,356,697	9,787,666	11,832,211	12,424,000	13,046,000	13,698,000	14,383,000
Non-Operating Revenues (please list)										
Non-Government Grant Revenues	100,000	25,000	-	-	-	-	-	-	-	-
Donations	-	26,639	30,340	7,565	94,138	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
Subtotal non-operating revenues	100,000	51,639	30,340	7,565	94,138	-	-	-	-	-
<b>Total Revenues</b>	<b>9,310,477</b>	<b>10,040,569</b>	<b>10,475,351</b>	<b>9,364,262</b>	<b>9,881,804</b>	<b>11,832,211</b>	<b>12,424,000</b>	<b>13,046,000</b>	<b>13,698,000</b>	<b>14,383,000</b>
<b>Expenses</b>										
Operating Expenses (please list)										
Salaries and Wages	4,715,640	5,668,990	5,794,184	5,628,861	5,805,223	7,185,093	7,544,000	7,921,000	8,317,000	8,733,000
Payroll Taxes and Employee Benefits	1,086,599	1,485,584	1,579,390	1,406,983	1,451,306	1,872,589	1,966,000	2,064,000	2,167,000	2,275,000
Occupancy	842,317	970,695	935,838	893,245	881,667	867,863	911,000	957,000	1,005,000	1,055,000
Supplies	212,940	200,903	161,008	158,529	159,671	186,544	196,000	206,000	216,000	227,000
General Operating	135,112	122,972	96,703	119,842	104,159	134,700	141,000	148,000	155,000	163,000
Insurance	30,989	57,764	36,343	83,073	65,393	60,335	63,000	66,000	69,000	72,000
Training	64,865	58,735	65,341	39,956	37,058	67,610	71,000	75,000	79,000	83,000
Equipment	188,151	112,105	122,652	93,180	125,637	82,505	87,000	91,000	96,000	101,000
Travel	130,723	123,094	100,630	98,680	91,772	163,475	172,000	181,000	190,000	200,000
Vehicle	35,259	13,918	14,690	15,796	19,516	14,500	15,000	16,000	17,000	18,000
Client Supplies	305,855	258,717	154,932	171,742	194,384	223,542	235,000	247,000	259,000	272,000
Subcontractors/Client Services	418,981	426,425	618,561	451,220	424,200	749,155	787,000	826,000	867,000	910,000
Professional/Contractual	534,186	719,222	687,523	154,258	189,277	139,300	146,000	153,000	161,000	169,000
Depreciation	75,934	96,823	86,965	85,006	73,839	85,000	90,000	95,000	100,000	105,000
Subtotal operating expenses	8,777,551	10,315,947	10,454,760	9,400,371	9,623,102	11,832,211	12,424,000	13,046,000	13,698,000	14,383,000

Entity-wide Income Statement History and Forecast  
 Project/Program: Northside RFP  
 Proposer: Asian American Recovery Services, Inc.

	Audited Results					Five Years of Forecasted Results				
	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Non-Operating Expenses (please list)										
Salaries and Wages	15,389	75,615	13,434	-	-	-	-	-	-	-
Payroll Taxes and Employee Benefits	3,693	19,057	3,661	-	-	-	-	-	-	-
Supplies	365	3,573	873	-	792	-	-	-	-	-
General Operating	-	18,779	10,323	-	36,285	-	-	-	-	-
Training	-	685	200	-	-	-	-	-	-	-
Equipment	3,382	30	-	-	-	-	-	-	-	-
Travel	-	124	-	-	430	-	-	-	-	-
Professional/Contractual	-	8,410	1,849	-	-	-	-	-	-	-
Subtotal non-personnel expenses	22,829	126,273	30,340	-	37,507	-	-	-	-	-
<b>Total Expenses</b>	<b>8,800,380</b>	<b>10,442,220</b>	<b>10,485,100</b>	<b>9,400,371</b>	<b>9,660,609</b>	<b>11,832,211</b>	<b>12,424,000</b>	<b>13,046,000</b>	<b>13,698,000</b>	<b>14,383,000</b>
Operating gain (loss)	432,926	(327,017)	(9,749)	(43,674)	164,564	-	-	-	-	-
Non-operating gain (loss)	77,171	(74,634)	-	7,565	56,631	-	-	-	-	-
<b>Net Gain (Loss)</b>	<b>510,097</b>	<b>(401,651)</b>	<b>(9,749)</b>	<b>(36,109)</b>	<b>221,195</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net Gain (Loss) as % of Total Expenses	5.8%	-3.8%	-0.1%	-0.4%	2.3%	0.0%	0.0%	0.0%	0.0%	0.0%
Beginning Net Assets	513,824	1,090,348	688,697	678,948	678,948	900,143	900,143	900,143	900,143	900,143
<b>Ending Net Assets</b>	<b>1,023,921</b>	<b>688,697</b>	<b>678,948</b>	<b>642,839</b>	<b>900,143</b>	<b>900,143</b>	<b>900,143</b>	<b>900,143</b>	<b>900,143</b>	<b>900,143</b>
Net Assets as % of Total Expenses	11.6%	6.6%	6.5%	6.8%	9.3%	7.6%	7.2%	6.9%	6.6%	6.3%



Entity-wide Income Statement History and Forecast  
Project/Program: Northside RFP  
Proposer: Asian American Recovery Services, Inc.

	Audited Results					Five Years of Forecasted Results				
	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Permanently restricted net assets	-	-	-	-	-	-	-	-	-	-
Temporarily restricted net assets	409,466	132,330	87,069	159,551	140,259	-	-	-	-	-
<b>Total Restricted Net Assets</b>	<b>409,466</b>	<b>132,330</b>	<b>87,069</b>	<b>159,551</b>	<b>140,259</b>	-	-	-	-	-
Change in Total Restricted Net Assets	na	(277,136)	(45,261)	72,482	53,190	(140,259)	-	-	-	-
Total Restricted as % of Tot Exps	4.7%	1.3%	0.8%	1.7%	1.5%	0.0%	0.0%	0.0%	0.0%	0.0%
Genl & Admin Exps as % of Tot Exps	11.1%	13.4%	12.2%	13.8%	11.3%	12.0%	12.0%	12.0%	12.0%	12.0%
Tot Restricted Assets % of Tot Exps	4.7%	1.3%	0.8%	1.7%	1.5%	0.0%	0.0%	0.0%	0.0%	0.0%

## ATTACHMENT A – PROPOSER QUESTIONNAIRE

All information requested in the Questionnaire shall be furnished by the Agency, and shall be submitted with the Proposal. Statements shall be complete and accurate and in the form requested. Omission, inaccuracy or misstatement may be cause for the rejection of a proposal.

1. Name of Proposer exactly as it is to appear on a service agreement and address which Proposer would designate under the Notice provision of the agreement:

Asian American Recovery Services, Inc.

Central Office: 965 Mission Street, Suite 325, San Francisco, CA 94103

Santa Clara County Office: 1340 Tully Road, Suite 304, San Jose, CA 95122

2. Proposer, if selected, intends to carry on the business as Individual Non-Profit ( ), Collaboration of Non-Profits (X ), Non-Profit Corporation ( ), Government Agency ( ) Other ( ): If "Other" attach explanation.

A. Date of Organization: 05/31/1985

B. Government Agency or Non-Profit Non-profit

(if applicable)

C. Agreement Record	<u>San Francisco</u> County	<u>CA</u> State	<u>05/31/1985</u> Date
---------------------	--------------------------------	--------------------	---------------------------

D. Registered in California?	<u>Yes</u>	<u>If so, when?</u>	<u>05/31/1985</u>
------------------------------	------------	---------------------	-------------------

3. If a corporation, answer the following:

A. When incorporated? 05/31/1985

B. In what state? California

C. Authorized to do business in California? Yes

If so, what date? 05/31/1985

4. Have you ever had a bond or surety denied, canceled, or forfeited?

YES ☐ NO ☒

If yes, state name of bonding company, date, amount of bond and reason for such cancellation or forfeiture in an attached statement.

5. Have you ever declared bankruptcy or been declared bankrupt?

YES ☐ NO ☒

If yes, state date, court jurisdiction, docket number, amount of liabilities and amount of assets.

---

6. Has your agency ever had any agreements cancelled?

**YES** ☐ **NO** ☒ If yes, give details.

---

7. Has your agency ever been sued by any agency or organization for issues pertaining to fee payment, performance, or other related issues?

**YES** ☐ **NO** ☒ If yes, give details.

---

8. Are you currently engaged in merger or acquisition negotiations, or do you anticipate entering into merger or acquisition negotiations within the time period of this Request for Proposals?

**YES** ☐ **NO** ☒ If yes, give details. Attach copy of such agreement(s).

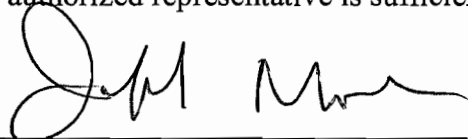
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9. Are you now engaged in any litigation which does now or could in the future affect your ability to pay fees or perform under this Agreement?

**YES** ☐ **NO** ☒ If yes, give details.

---

The undersigned hereby declares under penalty of perjury that all statements, answers and representations made in this questionnaire are true and accurate, including all supplementary statements hereto attached. In the case of a Collaborative Proposer, the signature of one duly authorized representative is sufficient.



---

**Signature**

**Jeff Mori**

---

**(Please Print or Type name)**

**Executive Director**

---

**Title**

---

**Signature**

---

**(Please Print or Type name)**

---

**Title**

## ATTACHMENT B – ACKNOWLEDGEMENT OF ADDENDA, RFP 10-23-06

Proposer acknowledges receipt of the following formal clarification(s) to the RFP to Provide Services, Operate and Maintain the Jacinto “Tony” Siquig Northside Community Center.

**List City issued Addenda received to date:**

Addendum # N/A

Addendum # \_\_\_\_\_

Addendum # \_\_\_\_\_

Addendum # \_\_\_\_\_

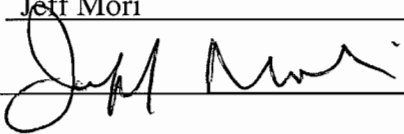
Addendum # \_\_\_\_\_

Addendum # \_\_\_\_\_

Addendum # \_\_\_\_\_

**Legal Name of Organization:** Asian American Recovery Services, Inc.

**Print Name:** Jeff Mori

**Signature:**  \_\_\_\_\_

**Title:** Executive Director

# City of San José

## Request for Contracting Preference for Local and Small Businesses

Chapter 4.06 of the San Jose Municipal Code provides for a preference for Local and Small Businesses in the procurement of contracts for supplies, materials and equipment and for general and professional consulting services. The amount of the preference depends on whether the vendor qualifies as a Local Business Enterprise\* or Small Business Enterprise\*\* and whether price has been chosen as the determinative factor in the selection of the vendor.

In order to be a Local Business Enterprise (LBE) you must have a current San Jose Business Tax Certificate Number and have an office in Santa Clara County with at least one employee. If you qualify as an LBE you can also qualify as a Small Business Enterprise (SBE) if the total number of employees (*regardless of where they are located*) of your firm is 35 or fewer.

There are two ways in which the preference can be applied. In procurements where price is the determinative factor (*i.e. there are not a variety of other factors being considered in the selection process*) the preference is in the form of a credit applied to the **dollar value** of the bid or quote. For example, a non-local vendor submits a quote of \$200 per item and a LBE submits a quote of \$204 per item. The LBE receives a 2.5% credit on the quote, which equals approximately \$5 and thus the LBE will win the award because the quote is evaluated as if it had been submitted as \$199.

In procurements such as RFP there are usually a variety of factors evaluated to determine which proposal best meets the City's needs. In procurements such as these where price is not the determinative factor, an LBE or SBE will be given an **additional 5% to 10% points in the scoring** of their proposal.

The following determinations have been made with respect to this procurement: (for official use only)

<b>Type of Procurement</b>	<input type="checkbox"/> Bid	<input type="checkbox"/> Request for Quote	<input checked="" type="checkbox"/> Request for Proposal
<b>Type of Preference</b>	<input type="checkbox"/> Price is Determinative		
<b>Amount of Preference</b>	<input checked="" type="checkbox"/> Price is Not Determinative		
	LBE preference = 2.5% of Cost	LBE preference = 5% of Points	
	SBE preference = 2.5% of Cost	SBE preference = 5% of Points	

In order to be considered for any preference you must fill out the following statement(s) under penalty of perjury.

<b>Business Name</b>	Asian American Recovery Services, Inc.		
<b>Business Address</b>	965 Mission Street, Suite 325, San Francisco, CA 94103		
<b>Telephone No.</b>	408-271-3900		
<b>Type of Business</b>	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> LLC	<input type="checkbox"/> LLP
	<input type="checkbox"/> General Partnership	<input type="checkbox"/> Sole proprietorship	<input type="checkbox"/> Other (explain)

### \*LOCAL BUSINESS ENTERPRISE (LBE) PREFERENCE

In order to qualify as an LBE you must provide the following information:

<b>Current San Jose Business Tax Certificate Number</b>	066358406
<b>Address of Principal Business Office or Regional, Branch or Satellite Office with at least one employee located in Santa Clara County:</b>	1340 Tully Road, Suite 304 San Jose, CA 95122

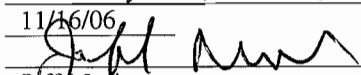
### \*\*SMALL BUSINESS ENTERPRISE (SBE) PREFERENCE

In order to qualify as an SBE you must qualify as an LBE and have 35 or fewer employees. This number is for your **entire** business --NOT just local employees, or employees working in the office address given above.

Please state the number of employees that your Business has:

Based upon the forgoing information I am requesting that the Business named above be given the following preferences (*please check*): ☒ Local Business Enterprise ☐ Small Business Enterprise

I declare under penalty of perjury that the information supplied by me in this form is true and correct.

Executed at: 1340 Tully Road, Suite 304, San Jose, CA 95122, California  
 Date: 11/16/06  
 Signature:   
 Print name: Jeff Mori



EXPIRES: 12/31/2006

## NOTE

CITY OF SAN JOSE  
**BUSINESS TAX CERTIFICATE**  
No. 066358406

- Treasury must be notified of any change in ownership or location or of closure. Call 535-7055 or visit us on our web site.

**This is a receipt for payment, NOT an invoice. No remittance is required.**

BUSINESS NAME	NATURE OF BUSINESS	NO. OF EMPLOYEES/ UNITS/ SQ. FT.	EXPIRATION DATE
<b>ASIAN AMERICAN RECOVERY SVCS</b>	<b>SUBSTANCE ABUSE COUNS</b>	<b>6</b>	<b>12/31/2006</b>
BUSINESS ADDRESS	RECEIPT ISSUE DATE	TAX DISTRICT NO.	TOTAL BUSINESS TAX PAID
<b>1340 TULLY RD 304</b>	<b>04/16/2006</b>	<b>06</b>	<b>\$0.00</b>

- Post in a conspicuous place in plain public view

(Must be presented upon request)

- Not transferable or assignable

- Renewal notice not required

This certificate evidences that the person(s), firm, or corporation named hereon has paid the tax required by Chapter 4.76 of the San José Municipal Code for the type of business and the business address and for the period indicated hereon. The certificate is issued without verification that the taxpayer is subject to or exempted from licensing by the state. Issuance of the certificate is not an endorsement, nor certificate of compliance with other ordinances or laws, nor an assurance that the proposed use is in conformance with the city building/fire/zoning regulations. This certificate does not allow any special parking privileges. Expiration date shown. **ANNUAL TAX PAYMENT DUE ONE DAY AFTER EXPIRATION DATE.**



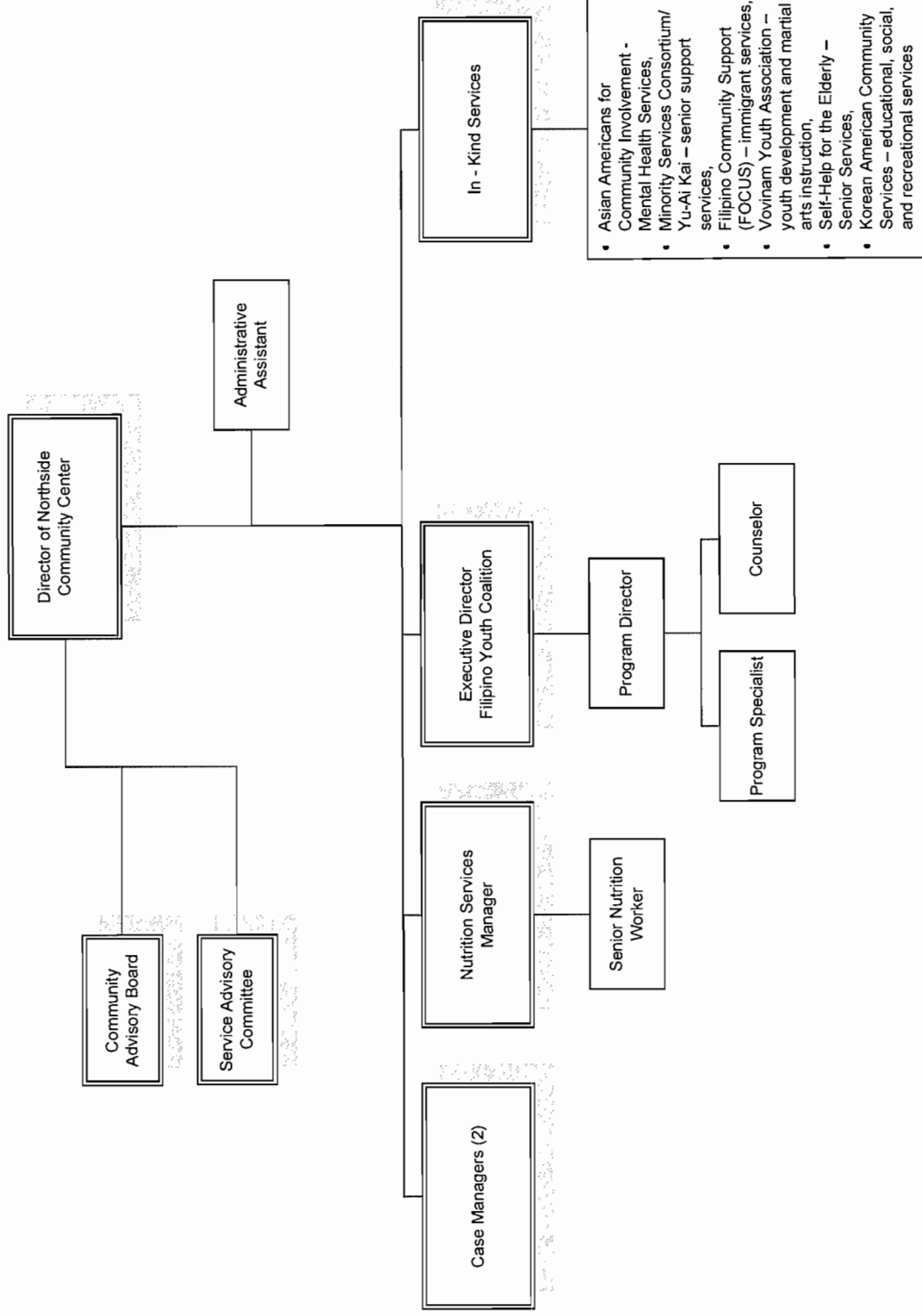
BUSINESS NAME  
OWNER  
MAIL ADDRESS  
CITY & ADDRESS

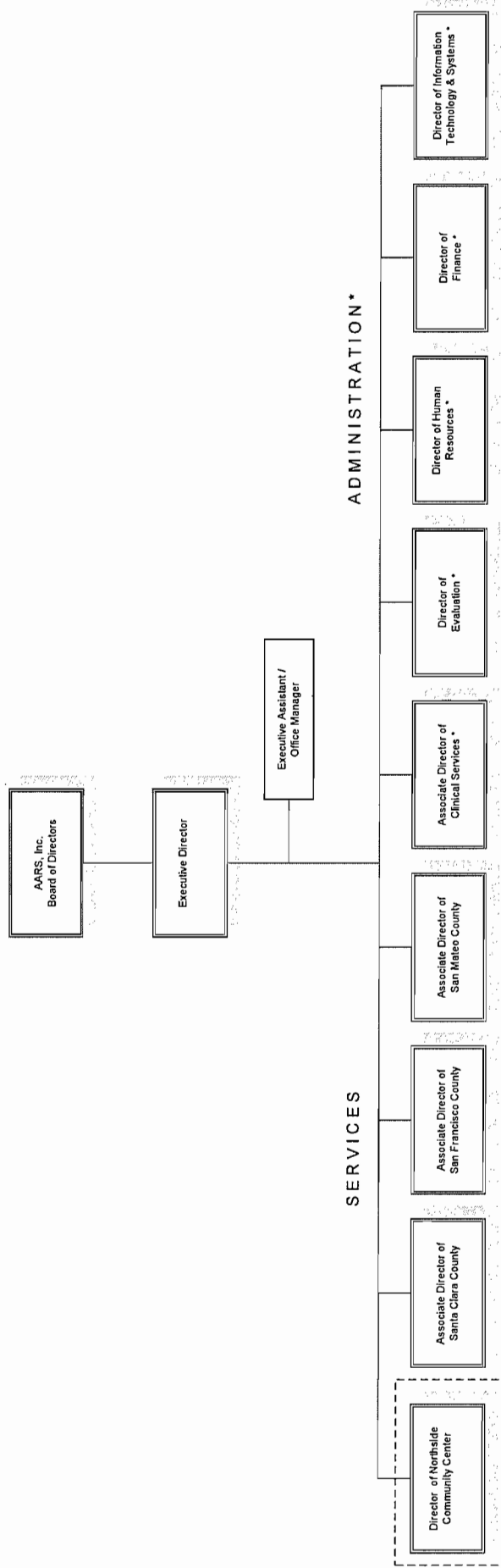
**ASIAN AMERICAN RECOVERY SVCS**  
**ASIAN AMERICAN RECOVERY SVCS**  
**965 MISSION ST STE 325**  
**SAN FRANCISCO, CA 94103-2964**

## Questions?

Call 535-7055 or visit  
us on our web site.  
[www.csjfinance.org](http://www.csjfinance.org)

# Northside Community Center

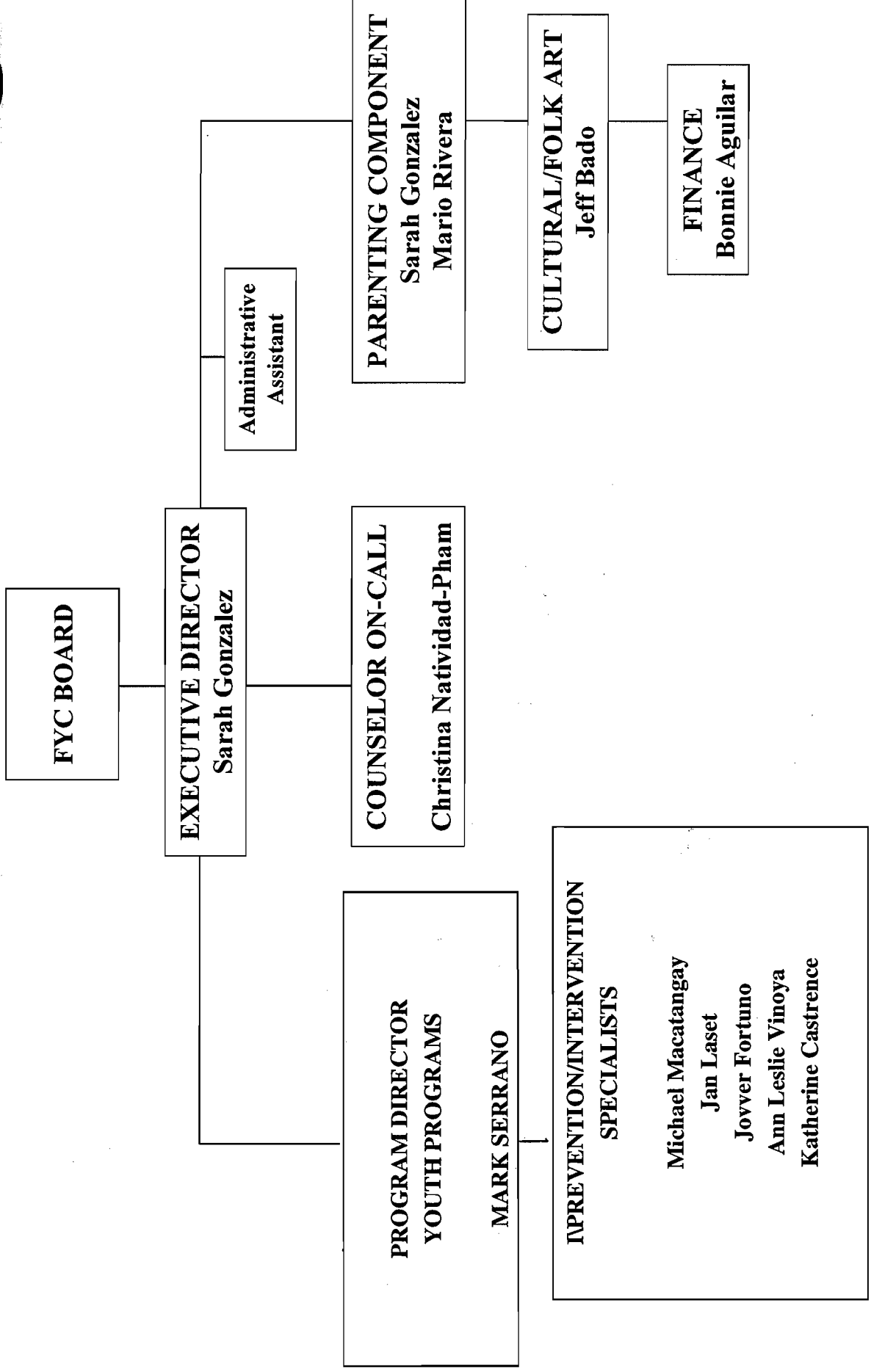
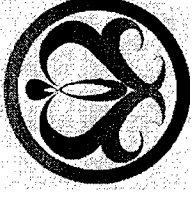




\* Administrative offices will be available to support Northside Community Center under the 12% indirect



# Filipino Youth Coalition Organization Chart 2004-05





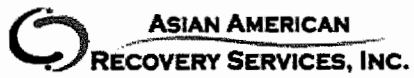
## Board of Directors ~ June 2006

Member	Role	Work Address	Committee
Calubaquib, Ramon	Member Active	Program Director Japanese Community Youth Council 2012 Pine St, San Francisco 94115 (415) 563-8052; fax (415) 921-1841 rcalubaquib@jccyc.org	Program and Evaluation
Cantú, Celinda	Member Active	HIV Health Services Data Systems Coordinator, HIV Health Services SF Dept of Public Health - AIDS Office 25 Van Ness Avenue, SF CA 94102-6033 (415) 554-9172; fax (415) 431-7547 Celinda.cantu@sfdph.org	Chair, Program and Evaluation
Castañeda, Denise	Member Active	Community Development Officer Wells Fargo Bank MAC A0420-020 1900 Broadway, 2nd Floor Redwood City, CA 94063 (650) 569-4434, fax (650) 299-0357 Denise.Castaneda@wellsfargo.com	new member as of 6/10/06; undeclared
Guingona, Teresa Ferrer	Member Active	Coordinator Daly City Police Officers' Association 2141 Junipero Serra Blvd. Daly City, CA 94014 kmgsmom@aol.com	Fundraising, Program and Evaluation
Higashi, Daryl	Member Active	Supportive Housing Finance Director City and County of San Francisco mail c/o AARS Central 965 Mission Street, Suite 325 San Francisco, CA 94103 (415) 558-1985, fax(415) 558-2834 dhigashid@yahoo.com	new member as of 5/30/06; undeclared
Jue, Richard	Vice Chair Active	Officer San Francisco Police Department mail c/o AARS Central 965 Mission Street, Suite 325 San Francisco, CA 94103 juebop@sbcglobal.net	Chair, Fundraising, Executive



## Board of Directors ~ June 2006

Member	Role	Work Address	Committee
Kobayashi, Nelson S., Pharm.D	Member Active	Assistant Clinical Professor Dept. of Clinical Pharmacy, UCSF 521 Parnassus Ave, C-152 San Francisco, CA 94143-0622 (415) 353-1522 fax (415) 476-6632 kobayashin@pharmacy.ucsf.edu	Sub-Committee, Program and Evaluation
Leung, Herb, Pharm.D	Member Active	Clinical Pharmacist Pharmacy Administration 1380 Howard Street, Rm 218 San Francisco 94102 415-255-3659 CSP: 1700 Jackson St., SF 94109 415-292-1520 hleung@aol.com	Sub-Committee, Program and Evaluation
Maher, Bill	Member Active	Senior Advisor to the Executive Director San Francisco International Airport P O Box 8097 San Francisco CA 94128 415-606-5225 bilmaher@aol.com	Chair, Facilities
Palega, Sululagi	Member Active	Muni Manager MTAP 875 Stevenson Street, Suite 204 San Francisco, CA 94103 ofc (415) 554-7154 fax (415) 554-7117 Sululagi_Palega@ci.sf.ca.us	Sub-Committee, Program and Evaluation
Suncin, George	Treasurer Active	Sr. Personnel Analyst County of San Francisco, Dept of Public Health, Labor Relations Division 2789 25th Street, 3rd Floor San Francisco, CA 94110 (415) 206-5470; fax (415) 206-4580 george.suncin@sfdph.org	Chair, Finance Executive
Wallace Esq., Cheryl H.	Secretary Active	Attorney at Law 855 Bryant Street, Suite 201 San Francisco, CA 94103 (415) 431-0425; fax (415) 431-0176 chwesq@aol.com	Fundraising, Executive
Wong, Kan	Chair	Program Manager	Fundraising, Sub-



## Board of Directors ~ June 2006

Member	Role	Work Address	Committee
	Active	HP NED Education 19111 Pruneridge Ave, MS 4459 Cupertino, CA 95014 408-447-2671 kan.wong@comcast.net	Committee, Program and Evaluation, Executive

*Updates to this Document: Please contact Claire Ong via phone (415.541.9285 ext 201) or email [cong@aars-inc.org](mailto:cong@aars-inc.org)*

06/29/06

Bylaws of Asian American Recovery Services, Inc.  
A California Nonprofit Public Benefit Corporation

**MISSION STATEMENT**

The mission of AARS is to decrease the incidence and impact of substance abuse in the Asian and Pacific Islander communities of the greater San Francisco Bay Area Counties. To accomplish this mission, AARS develops and provides innovative prevention, treatment and research services for individuals, families and communities. AARS recognizes there are multiple causes and effects of substance abuse and responds in a comprehensive manner to address the life issues of persons affected by substance abuse.

**ARTICLE I**

Name

Section 1.1      Name

The name of this corporation shall be the Asian American Recovery Services, Inc., and for the purposes of these Bylaws may be referred to herein as "AARS" or the "Board."

**ARTICLE II**

Offices

Section 2.1      The Principal Office

The principal office for the transaction of the business of the Corporation shall be in the City and County of San Francisco, State of California. The Board may change the principal office from one location to another in said county. Any change in the location of the principal office shall be duly noted by the Board Secretary in these Bylaws opposite this section. Any changes in the location of the principal office shall not be deemed an amendment to these Bylaws.

Dated	19
Dated	19
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Dated	19

Section 2.2      Other Offices

The Corporation may also have such other offices where it is qualified to do business, as its business may require in order to advance the purposes of the Corporation.

**ARTICLE III**

Objectives and Purposes

This Corporation is organized under the California Nonprofit Public Benefit Corporation Law for public and charitable purposes.

The primary objectives of the Corporation shall be:

- A) To advocate for and develop culturally sensitive substance abuse education, research, prevention and rehabilitative services for Asian-American and Pacific Islanders in San Francisco and the Greater Bay area;
- B) To provide ancillary activities such as HIV education, gang prevention, employment and counseling services;
- C) To provide advice and expertise in the area of Program Development, Project implementation, fiscal management, collaboration and fundraising.

## **ARTICLE IV**

### **Membership**

#### **Section 4.1**                **Members**

The Corporation shall have no members. All rights and obligations which would otherwise be vested in the members shall be vested in the Board of Directors.

## **ARTICLE V**

### **Directors**

#### **Section 5.1**                **General Powers**

Subject to the provisions of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, the business and affairs of the Corporation shall be managed and all corporate powers shall be exercised by and under the direction of the Board of Directors, hereinafter referred to as the "Board."

#### **Section 5.2**                **Duties of Directors**

It shall be the duty of the Board of Directors to:

- A) Perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation of the Corporation, or by these Bylaws;
- B) Appoint, remove, employ and discharge only Directors and Executive Director; the Board delegates the authority to employ and discharge other staff of AARS to the Executive Director;
- C) Supervise only the Executive Director who supervises or delegates supervision to other employees;
- D) Meet at such times and places as is required by these Bylaws.

#### **Section 5.3**                **Number of Directors**

The authorized number of Directors shall not be less than 13 nor more than 17. The exact number of Directors may be changed by resolution of the Board of Directors by majority vote of the Directors in office. No reduction in the authorized number of Directors shall have the effect of removing any Director until such Director's term expires, or until such Director's resignation or removal as provided herein.

#### **Section 5.4**                **Qualifications of Directors**

Qualifications of Directors may be determined by the Board and should reflect the diverse composition of the communities served by AARS.

#### Section 5.5                    Election and Term of Office of Directors

At the annual meeting of the Corporation which shall be designated as the first meeting of the calendar year, the Board of Directors shall elect persons to fill positions as Officers on the Board of Directors. The term of each Director shall be for 2 years with a maximum of three terms. Each Director, including the Director elected to fill an unexpired term, shall hold office until the expiration of the term for which the Director was elected, or until his or her successor is elected and qualified.

#### Section 5.6                    Vacancies

- A) A vacancy on the Board of Directors shall exist (1) on the resignation or removal any Director, and (2) whenever the number of authorized Directors is increased.
- B) Any vacancy caused by the resignation, removal, disqualification, or otherwise of any Director shall be filled by majority vote of the Board. Each Director so selected shall hold office until the expiration of the term of the replaced Director or until a successor has been selected and qualified.

#### Section 5.7                    Resignation of Director

Any Director may resign at any time by giving written notice to the Chairperson of the Board. Any such resignation shall be effective at the date of receipt or at any later date specified therein, and the acceptance of such resignation shall not be necessary to make it effective. No Director may resign when the Corporation would be left without a duly elected Director or Directors in charge of its affairs.

#### Section 5.8                    Removal of Director

- A) Any Director may be removed with or without cause by majority vote of the Board of Directors. Any vacancy caused by the removal of a Director shall be filled as provided for in Section 5.6 (B).
- B) The following provisions are intended to deal with a situation when Directors do not attend meetings, and a quorum cannot be constituted over an extended period of time because an insufficient number of Board members are present:
  - 1) Any Director who misses three (3) consecutive meetings or any five (5) meetings in a twelve month period (excused or unexcused) may be subject to removal from the Board unless one of the following circumstances exists:
    - i) The Director requests a leave of absence for a limited period of time, and the leave is approved by the Board of Directors at a regular or special meeting. If such a leave is granted, the number of Board members will be reduced by said number in determining whether a quorum is or is not present.
    - ii) The Director suffers from an illness or disability which prevents him or her from attending meetings and the Board by resolution waives the automatic removal procedure in Section 5.8 B.1.
    - iii) The Board by resolution of the majority of Board members agrees to reinstate the Director who has missed three consecutive meetings, or five in a twelve month period.

#### Section 5.9                    Leave of Absence

A Director may request a leave of absence for a period of ninety (90) days in a twelve month period based on an exigent circumstance such as illness or disability which prevents him or her from attending meetings. The Executive Committee will determine such a leave of absence on a case by case basis. If the request for a leave of absence is made by the Chairperson or Vice Chairperson, the Board may request that the officer resign the position, but retain membership on the Board, in which case an election would be held to fill the vacancy.

Section 5.10            Restriction Regarding Interested Directors

As this is a voluntary Board, notwithstanding any other provision of these Bylaws, not more than forty-nine percent (49%) of the persons serving on the Board may be interested persons. For purposes of this section, interested Directors means either:

- a) Any person currently being compensated by the Corporation for services rendered it within the previous twelve (12) months, whether as a full or part-time officer or other employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a Director or Directors, or;
- b) Any brother, sister, descendant, spouse, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, domestic partner of such other person.

Section 5.11            Hiring of Directors

No Director shall be hired as an employee of the Corporation until one (1) year after the Director has resigned or left the Board of Directors.

Section 5.12            Compensation of Directors

Directors shall serve voluntarily without compensation except for reasonable reimbursement of expenses incurred in the performance of their duties as Directors. Directors may not be compensated for rendering services to the Corporation in any capacity other than Director, unless such other compensation is reasonable and is allowable under the provisions of Section 5.10.

**ARTICLE VI**  
**Meetings**

Section 6.1            Place of Meetings

Regular meetings of the Board of Directors shall be held at the principal office of the Corporation, unless otherwise designated by the Board.

Section 6.2            Regular Meetings

Regular meetings shall be held monthly except for July and December or unless the meeting day falls on a legal holiday, in which case the meeting shall be held at the same day and time the following week, unless otherwise designated by the Board.

Section 6.3            Annual Meetings

The Board of Directors shall hold its annual meeting in January for purposes of electing officers and transacting regular business.



Section 6.4                      Special Meetings

Special meeting of the Board of Directors may be called by the Chairperson of the Board, the Vice Chair, or by any – Directors, and such meetings shall be held at the place designated by the person or persons calling the meeting, and in the absence of such designation, at the principal office of the Corporation.

Section 6.5                      Meeting by Telephone

Any meeting, regular or special, may be held by conference telephone or similar communication equipment, as long as all Directors participating in the meeting can hear one another, and all such Directors shall be deemed to be present in person at such a meeting.

Section 6.6                      Notice of Meetings

- A) Regular and annual meetings of the Board shall be held by giving written notice to members seven (7) days in advance of the meeting.
- B) Special meeting of the Board of Directors shall be given to all Directors either by first class mail at least four (4) days in advance of the meeting, or by notice delivered personally or by telephone or telefax at least forty-eight (48) hours in advance of the meeting. If sent by mail or telegraph, the notice shall be deemed to be delivered on its deposit in the mails or on its delivery to the telegraph company. Such notices shall be addressed to each Director at his or her address as shown on the books of the Corporation.
- C) Two meetings per year as determined by the Board shall have public notice in accordance with San Francisco's Sunshine Laws.

Section 6.7                      Quorum

A majority of the seated Directors shall constitute a quorum for the transaction of the business of the Corporation.

Every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board of Directors.

A meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of Directors, if any action taken is approved by at least a majority of the quorum required for that meeting.

Section 6.8                      Adjournment

A majority of the Directors present, whether or not constituting a quorum, may adjourn any meeting to another time and place.

Except as otherwise proved in these Bylaws, no business shall be considered by the Board of any meeting at which a quorum, as hereinafter defined, is not present, and the only motion which the Chair shall entertain at such a meeting is a motion to adjourn.

At any meeting whether or not a quorum is present, a majority of those present may adjourn the meeting to another time and place unless the meeting is adjourned for more than twenty-four (24) hours. If the meeting is adjourned for more than twenty-four (24) hours then notice of the

time and place of the adjourned meeting shall be given to the Directors who were not present at the time of adjournment.

Section 6.9                      Action Without Meeting

Any action required or permitted to be taken by the Board of Directors may be taken without a meeting if all members of the Board, individually and collectively, consent in writing to that action. Such action by written consent shall have the same force and effect as a unanimous vote of the Board of Directors. Such written consent or consents shall be filed with the minutes of the proceedings of the Board meeting.

Section 6.10                      Conduct of Meetings

Meetings of the Board of Directors shall be presided over by the Chairperson of the Board, or in his or her absence by the Vice President, Secretary or Treasurer in that order.

Meetings shall be governed by "Roberts Rules of Order" insofar as such rules are not inconsistent with these Bylaws, with the Articles of Incorporation of the Corporation, or with provisions of law.

**ARTICLE VII**  
Committees

Section 7.1                      Committees

The Board of Directors may, by resolution adopted by a majority of the Directors then in office, designate one or more committees to serve at the pleasure of the Board.

- A) The Board Chairperson shall appoint the Chairs and members of each Committee, except the Executive Committee which shall consist of the Board officers at this time.
- B) Each Board member is expected to serve on at least one committee.
- C) In the event of the resignation of a Committee Chair or member from the Board, the Board Chair shall appoint another Chair or member to fill the vacancy.
- D) Any member may be removed from cause at any time by a majority vote of the Board.
- E) All Committees must meet with a majority of the whole committee to constitute a quorum or to transact business.
- F) Each Committee may adapt rules for its own governance, not inconsistent with these Bylaws or with rules adopted by the Board.

Section 7.2                      Committees

The following shall be the established Committees of the Board:

- Executive Committee
- Planning & Evaluation Committee
- Resource Development
- Finance

Section 7.3                      Ad-Hoc Committees

1. Membership/Nominations Committee:

At the regular November meeting each year, the Board shall elect a Membership/Nominations Committee comprised of four members. The Chair shall designate one member of the committee as Chair of the Committee.

The Membership duties shall include:

- a) Monitor Board membership needs and ensures a full complement of members;
- b) Identify and recruit specific individuals for membership on the Board;
- c) Monitors Board attendance and participation and makes recommendations regarding membership to the Board.

The Nominations duties shall include:

- a) The Committee shall be charged with developing a slate of officers for presentation to the Board at the annual meeting in December.
- b) In the event of the resignation or removal of a Board Officer, the Committee shall meet and recommend a nominee to the Board, and the vacancy shall be filled by election at the next regular or special Board meeting.

1. Personnel Committee:

- a) Ensure that the Personnel Policies established by the Board of Directors are fully implemented;
- b) Develops, reviews and monitors implementation of agency personnel policies;
- c) Reviews all grievances related to personnel matters which have not been resolved at supervisory levels;
- d) Reviews Job Descriptions as developed and recommended by the Executive Director;
- e) Reviews and approves salary ranges for staff as developed and recommended by the Executive Director;
- f) Review the Personnel Policies Manual annually and update as needed;
- g) Perform such other duties as prescribed from time to time by the Board of Directors.

1. Bylaws Committee:

The Bylaws Committee shall review the Bylaws annually and draft Bylaw changes as necessary for action by the Board.

Section 7.4                      Other Committees

The Corporation may have such other committee as may be designated by resolution of the Board of Directors. Such committees may consist of person who are not members of the Board. These additional committees shall act in an advisory capacity only to the Board and shall be clearly titled as "advisory" committees and make recommendations to the Board.

Section 7.5                      Meeting and Actions of Committees

Meetings and actions of Committees shall be governed by, noticed, held and taken in accordance with the provisions of these Bylaws. The Board of Directors may also adopt rules

and regulations pertaining to the conduct of meetings of Committees to the extent that such rules and regulations are not inconsistent with the provisions of these Bylaws.

## **ARTICLE VIII**

### **Officers**

#### Section 8.1            Number of Officers

The officers of this corporation shall be a Chairperson, Vice Chairperson, Secretary and Treasurer. The Corporation may also have such other officers as may be determined by the Board of Directors. No person shall hold more than one (1) office at any one time.

#### Section 8.2            Qualifications

- a) Any Director may serve as an officer of the Board. The Board officers shall be elected at the annual meeting of the Board in January.
- b) The term of office shall be one (1) year with the possibility of re-election for one year. If an officer serves over half of a term, it shall be considered a full term for purposes of this subsection.
- c) Each officer shall hold office until his or her term expires, or until he or she resigns or is removed, or is otherwise disqualified.

#### Section 8.3            Removal and Resignation of Officer

- a) Any officer may be removed from office, with or without cause, by the majority vote of the members of the Board at any regular or special meeting called for that purpose.
- b) Any officer may resign at any time by giving written notice to the Board Chairperson. Such resignation shall take effect at the date of receipt of such notices or at any date specified.

#### Section 8.4            Vacancies

Any vacancy caused by the resignation, removal, disqualification, or otherwise, of any officer shall be filled by the Board of Directors. In the event of a vacancy in an office, the Membership/Nominations Committee shall meet and recommend one or more nominees to the Board to fill the vacancy. A Director shall be elected by majority to vote to fill the vacancy and shall serve for the unexpired term of the officer.

#### Section 8.5            Duties of Officers

Chairperson shall:

Subject to the control of the Board of Directors, supervise and control the affairs of the corporation and the activities of the offices. In general, perform all duties incident to the office of Chairperson and such other duties as may be required by law, by the Articles of Incorporation or by these bylaws or which may be assigned by the Board of Directors.

Vice Chairperson shall:

In the absence of the Chair or in the event of his or her inability or refusal to act, perform all the duties of the Chair and, when so acting, shall have all the powers of, and be subject to all the restrictions of the Chair. In general, perform all duties incident to the office of Vice Chairperson

and such other duties as may be required by law, by the Articles of Incorporation or by these bylaws or which may be assigned by the Board of Directors.

Secretary shall:

Certify and give oversight to the keeping, at the principal office of the corporation, the original of the Bylaws as amended or otherwise altered to date, the book of all minutes of all meetings of the Directors, and if applicable, minutes of meetings of Committees of Directors. In general, perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation or by these bylaws or which may be assigned by the Board of Directors.

Treasurer shall:

Have charge and custody of and be responsible for, all funds and securities of the corporation. In general, perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation or by these bylaws or which may be assigned by the Board of Directors.

## **ARTICLE IX**

### **Executive Director**

#### Section 9.1            Executive Director

The Corporation shall have an Executive Director who shall serve at the pleasure of the Board. The Board shall have the power to select, evaluate and terminate the Executive Director.

The Executive Director shall have the authority to act on behalf of the Corporation and in its interest in conformity with the Bylaws, the written policies of the Board and any other directions of the Board.

## **ARTICLE X**

### **Indemnification of Directors, Officers, Employees and Other Agents.**

#### Section 10.1            Indemnification

To the extent that a person who is, or was, a director, officer, employee or other agent of this Corporation has been successful on the merits in defense of any civil, criminal, administrative or investigative proceeding brought to procure a judgment against such person by reason of the fact that he or she is, or was, an agent of the Corporation, or has been successful in defense of any claim, issue or matter, therein, such person shall be indemnified against expenses actually and reasonably incurred by the person in connection with such proceedings.

If such person either settles any such claim or sustains a judgment against him or her, then indemnification against expenses, judgments, fines, settlements and other amounts reasonably incurred in connection with such proceedings shall be provided by this corporation but only to the extent allowed by, and in accordance with the requirements of, Section 5238 of the California Nonprofit Public Benefit Corporation.

#### Section 10.2            Non-Liability of Directors

The Directors shall not be personally liable for any debts, liabilities or other obligations of the Corporation.

Section 10.3            Insurance for Corporate Agents

The Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the Corporation (including a director, officer, employee or other agent of the Corporation) against any liability other than for violating provisions of law relating to self-dealing (Section 5233 of the California Nonprofit Public Benefit Corporation Law).

**ARTICLE XI**

**Execution of Instruments, Deposits and Funds**

Section 11.1            Execution of Instruments

The Board of Directors, except as otherwise provided in these Bylaws, may by resolution authorize any officer or agent of the Corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose in any amount.

Section 11.2            Checks and Notes

Except as otherwise specifically determined by resolution of the Board of Directors, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money and other evidence of indebtedness of the Corporation shall be signed by the Treasurer and countersigned by the Chairperson of the Corporation if in excess of \$1000.00.

Section 11.3            Deposits

All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may select.

Section 11.4            Gifts

The Board of Directors may accept on behalf of the Corporation any gift, contribution, bequest or devise for the charitable or public purposes of this Corporation.

**ARTICLE XII**

**Corporate Records and Reports**

Section 12.1            Maintenance of Corporate Records

The Corporation shall keep its principal office in the State of California:

- a) Minutes of all meetings of Directors and Committees of the Board indicating the time and place of holding such meetings, whether regular or special, how called, the notice given and the names of those present and the proceedings;

- b) Adequate and correct books and records of account including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts disbursements, gains and losses;
- c) A copy of the Corporation's Articles of Incorporation and Bylaws as amended to date, which shall be open to inspection by the members, if any, of the Corporation at all reasonable times during office hours.

Section 12.2            Director's Inspection Rights

Every Director shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the Corporation.

Section 12.3            Right to Copy and Make Extracts

Any inspection under the provisions of this article may be made in person or by agent or attorney and the right to copy and make extracts.

Section 12.4            Annual Report

The Board shall cause an annual report to be furnished not later than one hundred and twenty (120) days after the close of the Corporation's fiscal year to all Directors of the Corporation which shall contain the following information in appropriate detail:

- a) The assets and liabilities, including the trust funds, of the Corporation as of the end of the fiscal year.
- b) The principal changes in assets and liabilities, including trust funds, during the fiscal year.
- c) The revenue or receipts of the Corporation, both unrestricted and restricted to particular purposes, for the fiscal year.
- d) The expenses or disbursements of the Corporation, for both general and restricted purposes, during the fiscal year.

The annual report shall be accompanied by any report thereon of independent accountants, or if there is no such report, the certificate of an authorized officer of the Corporation that such statements were prepared without audit from the books and records of the Corporation.

**ARTICLE XIII**

Fiscal Year

Section 13.1            Fiscal Year of the Corporation

The fiscal year of the Corporation shall begin on the first day of July and end on the last day of June in each year.

**ARTICLE XIV**

Prohibition Against Sharing Corporate Profits and Assets

No director, officer, employee or other person connected with this Corporation or any private individual shall receive at any time, the net earnings or pecuniary profit from the operations of this Corporation, provided however, that this provision shall not prevent payment to any such

of its public or charitable purposes, provided that such compensation is otherwise permitted by those Bylaws and is fixed by resolution of the Board of Directors.

#### ARTICLE XV Amendment of Bylaws

Subject to any provision of law applicable to the amendment of Bylaws of public benefit nonprofit Corporations, these Bylaws may be altered, repealed or amended and new or additional Bylaws adopted at any time by the vote or written consent of the majority of the Directors then in office. Any proposed changes to these Bylaws shall be submitted in writing to all Directors at least thirty (30) days prior to any such vote or consent.

#### ARTICLE XVI Amendments to Articles

##### Section 16.1      Certain Amendments

This Corporation shall not amend its Articles of Incorporation and the names and address of the first Directors of this Corporation nor the names and address of its initial agent, except to correct an error in such statement or to delete either statement after the Corporation has filed a "Statement by a Domestic Non Profit Corporation" pursuant to Section 6210 of the California Nonprofit Corporation Law.

##### Section 16.2      Written Consent of Directors Adopting Bylaws

We, the undersigned, are all of the persons named as the current members of the Board of Directors of the Asian American Recovery Services, a California nonprofit corporation, and, pursuant to the authority granted to the Directors by these Bylaws to take action by unanimous written consent without a meeting, consent to, and hereby do, adopt the foregoing Bylaws, consisting of 12 pages, as the Bylaws of this Corporation.

ADOPTED: 1-20-99

Suzanne C. Blochman

CERTIFIED BY THE SECRETARY OF THE BOARD OF DIRECTORS



1276493

ARTICLES OF INCORPORATION  
OF  
ASIAN AMERICAN RECOVERY SERVICES, INC.

ENDORSED  
FILED

In the office of the Secretary of State  
of the State of California

MAY 13 1985

MARSH FONG EU, Secretary of State  
Leslie Glenn  
Deputy

ARTICLE I

The name of this corporation is ASIAN AMERICAN RECOVERY SERVICES, INC.

ARTICLE II

A. This corporation is a nonprofit public corporation and is not organized for the private gain of any person. It is organized under the Non-profit Public Benefit Corporation Law for charitable purposes.

B. The specific purpose of this corporation is to engage in treatment and prevention of drug abuse primarily among Asian Americans and their families in the San Francisco Bay Area and to lease, own and operate one or more treatment and research facilities for the provision of such services.

ARTICLE III

The name and address in the State of California of this corporation's initial agent for services of process is:

Dr. Darryl Inaba  
2024 Hayes Street  
San Francisco, CA. 94117

ARTICLE IV

A. This corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

B. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

ARTICLE V

The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.

DATED April 22, 1985.

*Darryl S. Inaba*  
*Darryl S. Inaba*

Dr. Darryl S. Inaba

I hereby declare that I am the person who executed the foregoing Articles of Incorporation, which execution is my act and deed.

*Darryl S. Inaba*  
*Darryl S. Inaba*

Dr. Darryl S. Inaba



**Minutes ~ Board of Directors  
31 January 2006**

Board Members Present: Ramon Calubaquib, Celinda Cantú, Teresa, Guingona, Richard Jue,  
Nelson Kobayashi, Bill Maher, Sululagi Palega, George Suncin,  
Cheryl Wallace, Kan Wong  
Board Members Not Present: Herb Leung  
Staff Present: Tony Duong, Jeff Mori, Claire Ong

**Call to Order:** The meeting was called to order at 7:05PM by Chair, Kan Wong.

**Chairman's Report:** Kan started the meeting by welcoming everyone to first 2006 meeting and wishing all a Happy New Year. Items discussed included:

- Kan's review of the by-laws indicates a board member who has not attended 3 consecutive meetings can be released from their duties on the board. Gina Armstrong-Smith was absent from all meetings in 2005. It was unanimously decided a letter thanking Gina for her previous 5-6 years of service should be sent shortly. It was also suggested we state in the letter that there is an open invitation for Gina to return to serve on any of our committees because we value her input.
- Amend the current by-laws (section 5.3 Number of Directors) to a minimum of 7 and maximum of 17 board members. M/S/C
- Ramon stated he will be leaving the board (date undetermined), but he will proactively seek and recruit a replacement before he resigns.
- Amend the current by-laws to meet current practice of bi-monthly (every other month) meetings; the first meeting of the year begins in January. M/S/C
- Establishing a Nominations Committee and requesting volunteers. Richard volunteered to be the Chair of this committee; other volunteers include Celinda, Teresa and Claire. Kan expressed the need to expand our board membership to represent a larger cross section from the 3 counties – find members who have experience and expertise in the areas of fundraising for the capital campaign, public relations, media, corporate representation, private sector and private foundations. Although his points were well taken, the board agreed and indicated we were not quite there yet, perhaps next year. This year's goal is to work on the capital campaign through the fundraising committee.
- A Board Retreat to develop and strategize a Master Plan has been tentatively set for Saturday, 10 June. Teresa has volunteered to reserve the Captain's House at Coyote Point or another suitable location if the Captains' House is not available.

**Finance Committee:**

- The Financial Report through December 2005 (Attachment 1) was reviewed by Tony.
- A discussion on the information in a memo from City and County of San Francisco's (CCSF) Office of the Controller regarding the Review of Nonprofit Contractors (Attachment 2) was led by Jeff.
- George advised the San Francisco Youth Fund initiated by former Mayor Brown has not been funded by the current Mayor Newsom and as a result, it is at close out; there are not enough funds remaining to support any requests. George and Jeff have been volunteers to overseeing the funds and approving requests for funding. Currently, the fiscal agent, Every Child Can Learn, is turning over the remaining \$3K to AARS to hold for one year to ensure any outstanding bills or

claims can be paid. George requested permission from the board to allow AARS to be the 'keeper' of these funds for one year. M/S/C.

- Jeff announced that officially on 1 January 2006 after completion and graduation from Golden Gate University and earning his Masters degree in Accounting, Tony became AARS' Fiscal Director.

**Fundraising Committee:** Richard advised a preliminary meeting was held one week ago with volunteer, John Barber and Jeff to begin the early planning stages for the next fundraiser, possibly again in October. Projections are the committee may begin solicitations as early as April.

**Facilities Committee:** No Report

**Planning & Evaluation:** No Report

**Executive Directors Report:**

- Jeff began by thanking Kan for donating 3 HP Photosmart products for the Holiday Party raffle.
- Advised 4 RFP's were submitted to CCSF, all with 10 year renewals
  - 2 for Lee Woodward Counseling Center at \$400K total (overlapping categories to include more women related issues; partnering with Project CLAER)
  - Project Adapt (expanded bid; will now include the Bill Pone Unit; funding would increase from current \$350K to \$500K.
  - Asian Youth Treatment (a new one for AARS) - \$250K
- Reported licenses for all sites have been updated. Mental Health license approved in SF for adult treatment; currently working on one for children and youth. We are in the process of applying for adult and youth mental health licenses in San Mateo County. The recent relocation of Tully services has prompted a renewal of mental health site certification. The application has been submitted and we are awaiting review and approval by the County.

**Approvals:**

- Resolution A (Attachment 3) regarding Background Checks, Health Fraud and TB Testing: M/S/C
- Resolution B (Attachment 4) Varian, Inc. Agreement. M/S/C
- Wells Fargo Resolution to Borrow/Grant Collateral: M/S/C
- Minutes from the 27 September 2005 meeting were approved.

**Next Board Meeting:** ~~28 March 2006~~ rescheduled to 4 April 2006

**Meeting Adjourned 8:57PM**

**Executive Session Convened.**

**Approved:**

*/signed/Cheryl Wallace, Secretary – Board of Directors  
Original on file in AARS, Inc. Central Office*

**04/04/06**

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Cheryl Wallace, Secretary – Board of Directors

(date)



**Minutes ~ Board of Directors  
4 April 2006**

**Board Members Present:** Ramon Calubaquib, Celinda Cantú, Teresa, Guingona, Richard Jue, Nelson Kobayashi, Herb Leung, Bill Maher, Sululagi Palega, George Suncin, Cheryl Wallace, Kan Wong  
**Staff Present:** Tony Duong, Jeff Mori, Claire Ong

**Call to Order:** The meeting was called to order at 7:00PM by Chair, Kan Wong.

**Chairman's Report:** Items discussed included:

- The Board Retreat date was confirmed as Saturday, June 10<sup>th</sup> at the Captain's House at Coyote Point (San Mateo Park & Rec)
- Two main topics of discussion will be Fundraising and the capital campaign; and board membership recruitment.

**Finance Committee:**

- The Financial Report through February 2006 (Attachment 1) was reviewed by Tony.
- The Engagement Letter for Auditor, Allan Liu, was approved. M/S/C
- The Agency Summary for 7/1/05-2/28/06 was approved. M/S/C
- Fiscal Director's Report: the board approved the concept of a proposed \$40K to be set aside in anticipation of shortfall. M/S/C
- A preliminary budget for the next fiscal year will be provided at the next board meeting

**Fundraising Committee:** No Report

**Selection/Nominations Committee:** There are 3 potential candidates. Will attempt to obtain resumes and distribute to current board members for their approval. We may be able to seat them by the next meeting.

**Facilities Committee:**

- There was a discussion on Naming a Facility in San Mateo County. Alice Bulos is being considered. The board agreed it would be OK to discuss the possibility with Ms. Bulos.
- The San Mateo County office lease has expired; we're currently on a month-to-month arrangement.
- Rents are going up in the Daly City area (about \$6/sq ft); in many cases they're higher than San Francisco rates.
- Residential's lease will expire next year. Rent is too high. Discussions are already underway with the landlord to reduce the rent and/or to sell to us.

**Planning & Evaluation:**

- Clinical Services will implement revisions to the Policy and Procedures Manual effective 7/1/06

**Executive Directors Report:** No Report

**Next Board Meeting:** 30 May 2006

**Meeting Adjourned** 8:30PM

**Approved:**

*/signed/Cheryl Wallace, Secretary – Board of Directors*

*Original on file in AARS, Inc. Central Office*

*06/10/06*

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Cheryl Wallace, Secretary – Board of Directors

(date)



**Minutes ~ Board of Directors Retreat**  
**The Captain's House, Coyote Point – San Mateo County Park & Recreation Area**  
**10 June 2006**

**Board Members Present:** Celinda Cantú, Teresa Guingona Ferrer, Daryl Higashi, Richard Jue, Nelson Kobayashi, Herb Leung, Sululagi Palega, George Suncin, Cheryl Wallace, Kan Wong  
**Board Members Excused:** Ramon Calubaquib, Bill Maher  
**Staff Present:** Jonas Aquino, Lien Cao, Tony Duong, David Mineta, Jeff Mori, Claire Ong, Daniel Toleran

**Call to Order (Kan Wong, Board Chair)**

- The meeting was called to order at 9:15AM
- Kan began by recapping the purpose of the today's retreat: "sustaining AARS for the future"
- The newest board member, Daryl Higashi, who was voted in via email prior to this meeting was introduced and welcomed.
- Attendees went around the table and introduced themselves by giving a brief bio or their role in the agency.

**Comments from the Executive Director, Jeff Mori:**

- Newly granted RFPs secure AARS' future for the next five+ years
- AARS survived the many cut backs from local, state and federal governments
- For the past few years we have been building our infrastructure
- Youth MediCal approved for San Mateo County
- We now have a youth program in every county
- Health care costs and building leases cause us to be insecure
- Looking at the long term sustainability of agency
- Leo Tacata has left our agency after 10+ years of service; found a job closer to his home

**ITS Report (Jonas Aquino, Program Director)**

- WIKI Project history and current status described
- Possibilities for use is great; need to ensure the confidentiality of the information stored is for agency use only. Training at managers level will be provided
- There was a discussion on electronic record keeping which could potentially create an historical database with health outcomes (mental health, substance abuse) that currently, no one has. This type of data warehousing/collection is great to have for future grants
- Celinda suggested a larger ITS group be created, perhaps with 5 FTE (with 1 FTE dedicated/county) and 1 dedicated to creating a database.
- WIKI will also be available for the Board of Directors to use.

**Northside Community Center (Teresa Guingona Ferrer / Jeff Mori)**

- Jeff provided info on the Santa Clara County RFP 04-24-06 "To Provide Services, Operate and Maintain the Jacinto "Tony" Siquig Northside Community Center"
- The Northside Community Center is a multipurpose senior/community center owned by the City of San Jose.
- There was a discussion about AARS' intent to make a bid for this RFP due 6/19/06.

- **UPDATE:** On 6/19/06 the City of San Jose issued Addendum #2 notifying applicants the RFP due date had been postponed to 9/25/06

#### **Fiscal Report (Tony Duong)**

- Currently, our two biggest problems are employee healthcare costs and monthly rent.
- There was a discussion on diversifying revenue sources and other revenue generating business ventures.

#### **Facilities (David Mineta)**

- An overview of the building at 1115 Mission Road, South San Francisco was presented. The pros and cons of the building were discussed.
- If the purchase the building is successful, the question of whether AARS' Articles of Incorporation would need to be changed was raised.
- The question of whether seismic work was required for San Mateo County was also raised/
- A motion was made to go forward with securing financing and fundraising efforts for the down payment (\$400K) to purchase this property was approved, M/S/C
- We are currently working under a 60-day timetable until the close of escrow.
- Sulu suggested each board member contribute \$1,000 to show support and commitment to the agency. This would serve as a good model for everyone to use when they are soliciting funds.

#### **At 2:30pm, the staff was excused and the Board conducted the following business:**

- The Financial Report through April 2006 was reviewed. The board made a motion to accept, M/S/C
- The preliminary budget for 2006/2007 was presented with a 12.9% increase. The board made a motion to accept, M/S/C
- Tony advised the financial audit will begin in about two weeks; a preliminary audit may be available as early as September.
- The Health Plan Resolution was discussed and approved, M/S/C.
- The minutes to the April 4 board meeting were approved, M/S/C.
- The board unanimously voted Denise Castañeda as a new board member.
- The board voted to return to a monthly schedule of meetings; the last Tuesday of each month, M/S/C. The next board meeting will be June 27<sup>th</sup>. There was an unresolved discussion about a meeting in August and December.

**Meeting Adjourned** approximately 4:30PM

**Approved:**

*/signed/Cheryl Wallace, Secretary – Board of Directors*  
*Original on file in AARS, Inc. Central Office*

**06/27/06**

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Cheryl Wallace, Secretary – Board of Directors

(date)





**Minutes – Board of Directors Meeting  
26 June 2006**

**Board Members Present:** Celinda Cantú, Richard Jue, Daryl Higashi, Nelson Kobayashi, Bill Maher, Sululagi Palega, George Suncin, Cheryl Wallace, Kan Wong

**Board Members Excused:** Ramon Calubaquib, Denise Castañeda, Teresa Ferrer Guingona, Herb Leung,

**Staff Present:** Jeff Mori, Tony Duong, Claire Ong

1. **Call to Order:** The meeting was called to order at 7:10PM by Chair, Kan Wong.

2. **Chairman's Report**

- The Chair thanked board and staff members who attended the retreat on Saturday, June 10<sup>th</sup>. He felt it was productive and it was a great opportunity the board and staff to interact.
- 360° Evaluation overdue for Jeff and the agency. The evaluation would give a glimpse of where we're at and answering: are we doing what our Mission Statement states? It would be an opportunity to view staff's perspective on the board, each other and the Executive Director. The assessment questionnaire used in previous years was thorough and could be re-used. A committee was formed to begin work on this. George, Nelson, Celinda and Kan volunteered.

3. **Committee Reports:**

- Finance (George/Tony)
  - Key points on the Financial Report for month ending May 2006 was reviewed.
  - Currently working with a lending broker to secure funding for property in South San Francisco. Should be hearing some solid numbers later this week.
  - Bill thinks 8½% interest rate is too high; states our guaranteed revenue stream should ensure a better rate. Look into a loan that offers better than "interest only"
- Fundraising (Richard) ~ The committee has decided not to have a fundraiser with a sit-down dinner this October. Instead, they will start a Capital Campaign where letters with last year's DVD will be sent to our "high end" donors.
- Planning and Evaluation (Celinda) ~ Will be supporting the 360° Evaluation stated above.
- Facilities & Executive Director's Report (Jeff)
  - Daryl asked questions about the property we are trying to find financing for; his background in real estate has been very helpful. Some findings: roof is not brand new, but in good condition, the building is sound; standing water found during inspection but can be fixed; found a previously repaired leak; previously approved for 4-story structure, but only 2 stories built so there is room for growth; has a 30-car parking lot; 5,000 square feet of space on 2 floors. It was suggested that we determine the current land use allowance.
  - Due to extension to Sept 2006, there is no current activity for Northside to report. A meeting will be arranged within the month.
  - The business venture with Japan regarding the test cup kits is pending.
  - The Clinical Services Policies and Procedures manual is currently being drafted. Celinda would like to review while in this stage.

4. Approval of 6/10/07 Board Retreat Meeting Minutes ~ M/S/C

**5. Adjournment:** The meeting adjourned at 8:50PM.

**6. NEXT MEETING:** 25 July 2006, 7pm, AARS Central Office, 965 Mission Street, 3<sup>rd</sup> floor conference room.

*/signed/Cheryl Wallace, Secretary – Board of Directors*

*Original on file in AARS, Inc. Central Office*

*07/25/06*

Certified by Cheryl Wallace, Secretary ~ Board of Directors

Date



**Minutes – Board of Directors Meeting**  
**965 Mission Street, 3<sup>rd</sup> Floor Conference Room**  
**San Francisco**  
**Tuesday, 25 July 2006**

**Board Members Present:** Ramon Calubaquib, Celinda Cantú, Daryl Higashi, Herb Leung, Cheryl Wallace, Kan Wong

**Board Members Excused:** Denise Castañeda, Teresa Ferrer Guingona, Richard Jue, Nelson Kobayashi, Bill Maher, Sululagi Palega, George Suncin

**Staff Present:** Jeff Mori, Jonas Aquino, Tony Duong, David Mineta, Claire Ong, Phu Tran

**Call to Order:** The meeting was called to order at 7:04PM by Chair, Kan Wong.

**Presentations:**

1. Needs Assessment Findings on the Substance Abuse, HIV, and Hepatitis Prevention Project (Phu Tran, Prevention Project Coordinator)
  - Logic Model reviewed: identified problems, strategies, broad project activities and desired results
  - Information on API and non-API targeted service providers by county
  - Flow Chart of client participation in Year 2-4
2. Northside Community Center, San Jose (Jonas Aquino, ITS Director)
  - property information
  - location amenities
  - building use both current and future
  - discussion on why AARS is interested in the RFP
3. 1115 Mission Road, South San Francisco – Property Information (David Mineta, San Mateo County, Associate Director)
  - property information highlights
  - overview of location, amenities, surrounding neighborhood

**Mission Road Property Discussion:**

- \$1.6M purchase price for the building
- Financing requests/submissions is complete; we are currently waiting for the financing to be approved.
- Possibility of a Donor Wall for a targeted January 2007 Open house
  - Naganuma Designs will create a design for our consideration
- Start up costs need to be identified; it will be different for us being owners vs. renters
- Consider setting aside a reserve for emergency needs
- A motion was made to approve proposed loans from California Bank & Trust and Catholic Healthcare West for the purpose of purchasing the property at 1115 Mission Rd in SSF. M/S/C

**Central Office:**

- We have reduced the need for our floor space by 50% due to:
  - Fiscal personnel reduced from 6 to 4 employees
  - Vacancy with Leo's departure

- No longer have a fundraising staff of 2 FTE which included a PT assistant for Exec Asst
- San Francisco programs are solvent now so they can remain where they are
- Healthcare has increased
- Haven Properties is unwilling to break the lease completely. We need to give them a proposal on vacating 50-60% of the floor space and make him an offer for the rest of the space.

**Resolutions (all M/S/C):**

- The Board authorized the Executive Board Members, Executive Director and Fiscal Director to sign California Bank & Trust loan documents on behalf of the agency contingent upon a clean environmental report and building appraisal.
- The Board authorized the Fiscal Director to use up to \$700K of the General Fund for the down payment and closing costs for the purchase of 1115 Mission Road in South San Francisco. The \$700K amount will be reduced by \$300K once we receive the financing, expected in September 2006, from Catholic Healthcare West.
- The Board authorized AARS to enter into negotiations with JCYC as a sub-contractor to provide youth prevention services.
- The Board authorized the renewal of an existing agreement with United Way of Santa Clara.

**Committee Reports:**

- Finance (Tony)
  - Key points on the Financial Report for month ending June 2006 were reviewed.
  - The line of credit was moved from Wells Fargo Bank to California Bank & Trust because the interest rate was more favorable.
- Fundraising – No Report
- Planning and Evaluation – No Report

6/10/07 Board Retreat Meeting Minutes were approved ~ M/S/C

An Executive Session was held regarding a confidential personnel issue update.

**Adjournment:** The meeting adjourned at 9:18pm.

**Next Meeting:** 29 August 2006, 7pm, AARS Central Office, 965 Mission Street, 3<sup>rd</sup> floor conference room.

*/signed/ Kan Wong, Chair – Board of Directors  
Original on file in AARS, Inc. Central Office*

**08/29/06**

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Certified for Cheryl Wallace, Secretary ~ Board of Directors

Date



**Minutes – Board of Directors Meeting**  
**965 Mission Street, 3<sup>rd</sup> Floor Conference Room**  
**San Francisco**  
**Tuesday, 29 August 2006**

**Board Members Present:** Denise Castañeda, Daryl Higashi, Nelson Kobayashi, Herb Leung, George Suncin, Kan Wong

**Board Members Excused:** Ramon Calubaquib, Celinda Cantú, Teresa Ferrer Guingona, Richard Jue, Bill Maher, Sululagi Palega, Cheryl Wallace,

**Staff Present:** Jeff Mori, Tony Duong, Claire Ong, Daniel Toleran

**Call to Order:** The meeting was called to order at 7:20PM by Chair, Kan Wong.

**Chairman's Report:**

- An official warm welcome to newest board member, Denise Castañeda.
- Extended his Congratulations and thanks for their hard work to the board and staff members who participated in the purchase of the new property.

**Executive Director's Report:**

- 1115 Mission Road, South San Francisco
  - ✧ target date for move in is 10/1
  - ✧ found volunteer painters through Jerry Lee at UPS; unfortunately their timetable doesn't coincide with ours and we will have to find a contract painter
  - ✧ carpets will be replaced; purchasing a high grade carpet with exceptional padding, some common areas may have hardwood or other type of flooring
  - ✧ an electrician is currently checking the suitability of the 5 meters currently on site; we have to determine if outlets are in convenient locations and if there are enough of them per room
  - ✧ air conditioning units: there are 2 very expensive and new units on the roof; they were not used by the previous tenants; they will be quite useful for circulating air because most of the exterior windows do not open.
  - ✧ a structural engineer is currently checking the outside of the building
  - ✧ a plumber is being hired to check why there is a back-up from the sink; we plan to install garbage disposals to abate future problems; Roto Rooter will be engaged to clean the majority of the current problem.
  - ✧ there will be no other major changes until after the Capital Campaign
- Potential Donor Board / Wall
  - ✧ Naganuma Design & Direction have been hired to design our concept of a Donor Wall in the entry way to the first floor. The space is approximately 13' x 5'
  - ✧ A first rendering was well received by the Board. They believe they're on the right track and have given the "go ahead" for NDD (Leads: Tony Naganuma and Grace Horikiri, Design Director) to continue. The design presented is flexible enough for any of our future facilities.
  - ✧ Discussion continued with the possibilities for the Capital Campaign, targeted for January 2007

- Other Properties
  - ✧ 2201 Sutter Street (LWCC) ~ rent has increased from \$5700 to \$6700/month; currently on a month-to-month
  - ✧ 2024 (Residential) & 2020 Hayes (Adapt) ~ lease up in June 2007; currently combined the rent is \$8030/month
  - ✧ Milpitas Business Park: Sobrato Foundation has exchanged our current 2500 sq ft space for a 1400 sq ft space; more suitable to our needs (ground floor accessibility for handicapped clients); Rent is \$500/month and includes the utilities for 3 years
- New Grant Awards
  - ✧ David M received \$150K for Stay Safe (Drug Free Schools)
  - ✧ Lien will be receiving a \$300K/year for 3 years for Filipino & Vietnamese youth treatment
  - ✧ SCC has been invited by the RWJ Foundation to submit a proposal to serve the Vietnamese population in the South Bay
  - ✧ SCC is also writing a proposal to Nordstrom for charitable giving to serve the Vietnamese population. Anita Fong, an AARS donor & supporter (affiliated with PAAWBAC) turned us on to this.
  - ✧ Anita also hooked Residential up with Food Runners, an organization that donates fresh produce and sometimes fish, poultry and meat to non-profits. Their donations come from the Ferry Plaza farmers market. Delivery is on Saturdays.
  - ✧ Northside Community Center:
    - ✧ the deadline for RFP submission is now 9/28 (includes free rent and utilities.).
    - ✧ Awardee selected by 12/30/07. Negotiations will continue between Jan-Apr 2007. The new operator will be in place by 7/1/07.
    - ✧ Only 4 agencies (AARS, Yu-Ai Kai, Self Help, FYC (a co-sponsor) and Catholic Healthcare West) attended the city's mandated Pre-Proposal meeting. If you didn't attend, you couldn't submit an RFP.

#### **Resolutions (all M/S/C):**

1. The AARS Board of Directors approves and gives permission for Jeff Mori, Executive Director and Santa Clara County staff to pursue the RFP to operate the Northside Community Center. Submission for the RFP is due September 28<sup>th</sup>, 2006.
2. The AARS Board of Directors authorizes David Mineta, San Mateo County (SMC) Associate Director, to submit a proposal for the SMC Filipino Mental Health Initiative.
3. Confidential

#### **Financial Report (Tony Duong)**

- Key points to the Financial Report of revenues and expenses through July 31 2006 were reviewed.
- Total expenses for the agency are slightly lower than the typical month. Slower spending is not unusual during the first month of the fiscal year.
- The annual audit has been delayed slightly due to the scheduling conflict with additional work resulting from the building purchase. Audit should be completed no later than mid-October. We will still meet the deadline for reporting.
- On August 16, 2006, the agency purchased the property at 1115 Mission Road, South San Francisco. The financing details for the building purchase were discussed with the Board.

**07/26/06 Board Meeting Minutes** could not be approved due to lack of a quorum. This item will be on the agenda for the next Board meeting.

**Adjournment:** The meeting adjourned at approximately 9:15pm.

A brief **Executive Session** was held.

**Next Meeting:** 26 September 2006, 7pm – Location TBD.

*/signed/Cheryl Wallace, Secretary – Board of Directors*  
*Original on file in AARS, Inc. Central Office*

**09/26/06**

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Certified for Cheryl Wallace, Secretary ~ Board of Directors

Date



**Minutes – Board of Directors Meeting**  
**965 Mission Street, 3<sup>rd</sup> Floor Conference Room**  
**San Francisco**  
**Tuesday, 26 September 2006**

**Board Members Present:** Celinda Cantú, Daryl Higashi, Richard Jue, Herb Leung, Sululagi Palega, Cheryl Wallace, Kan Wong

**Board Members Excused:** Ramon Calubaquib, Denise Castañeda, Teresa Ferrer Guingona, Nelson Kobayashi, Bill Maher, George Suncin

**Staff Present:** Jeff Mori, Tony Duong, Claire Ong

**Call to Order:** The meeting was called to order at 7PM by Chair, Kan Wong.

**Chairman's Report:**

- Community Events Announcement
  - ✧ A CompassPoint Community Gathering in Honor of Jan Masaoka on Wed 10/12 30pm-9pm at the Hotel Nikko, 222 Mason St, San Francisco
  - ✧ Asian Pacific Psychological Services 10<sup>th</sup> Anniversary Celebration & Fundraiser on Thurs, 10/19 6pm-9pm Awards Banquet at Hs. Lordships Restaurant, 199 Seawall Dr, Berkeley
  - ✧ The Service League of San Mateo County presents An Inaugural Recognition Reception - "Rekindling the Dream" on Sat, Oct 21<sup>st</sup> from 430pm-7pm at the San Mateo County History Museum, 777 Hamilton Ave, Redwood City.
  - ✧ API Wellness "A Brunch to Honor John Manzon-Santos" on Saturday, 11/18, 11am-3pm at the Hotel Nikko, San Francisco

Any board member interested in attending should contact Claire

**Executive Director's Report:**

- David M received \$100K over an 18 month period from San Mateo County Prop 63; an outreach grant
- Lien received a \$300K/year for 3 years for Filipino & Vietnamese youth treatment
- Northside proposal was submitted 9/28; we will hear the outcome by the end of December
- Training at tomorrow's All Managers Meeting; Don Tamaki, our agency's attorney, will be training the staff on proper and appropriate documentation for personnel records
- Clinical Services: schedule of training will be available by end of October, with training to begin by November.
- A law firm is planning to donate their furniture to the agency. Expected are side chairs, desks, a round tables, potentially a conference table and some rolling desk chairs.
- Dave Mineta will be purchasing all new ergonomically correct chairs for his staff; using funding received from Lantos 2 years ago
- Plan an "open house" event early next year; perhaps over a series of days since we only have 30 parking spaces and there is no street parking in front of the building.
- Change next meeting date to 10/24 because 10/31, our regular meeting date, is Halloween and many board members would prefer to home with their families.



**Financial Report (Tony Duong)**

- Key points to the Financial Report of revenues and expenses through August 31 2006 were reviewed.
- Problems with Project Reconnect, Lee Woodward, and Project Adapt are currently running a deficit this fiscal year.
- An update will be provided at the next board meeting regarding the annual audit. We will still meet the deadline for reporting to our funders.
- Funding from CHW has been approved. Funds will be transferred in October.

**07/26/06 Board Meeting Minutes** were approved.

**Adjournment:** The meeting adjourned at approximately 8:45pm.

**Next Meeting:** 24 October 2006, 7pm – South San Francisco, 1115 Mission Road, 2<sup>nd</sup> Floor Conference Room

*/signed/Cheryl Wallace, Secretary – Board of Directors*  
*Original on file in AARS, Inc. Central Office*

**10/24/06**

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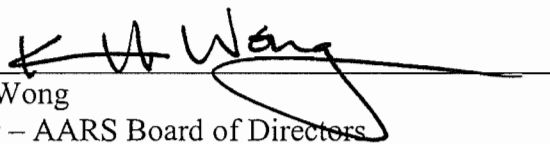
Certified for Cheryl Wallace, Secretary ~ Board of Directors

Date

**The Board of Directors Resolution #1  
24, October 2006**

AARS Board of Directors approves and gives permission for Jeff Mori, Executive Director and Santa Clara County staff to pursue the RFP to operate the Northside Community Center. Submission of the RFP is due November 20, 2006.

Approved:

  
\_\_\_\_\_  
Kan Wong  
Chair – AARS Board of Directors  
Date

**RESOLUTION NO. 2006-03**

**A RESOLUTION BY THE BOARD OF DIRECTORS  
OF FILIPINO YOUTH COALITION (FYC),  
AUTHORIZING FYC TO COLLABORATE WITH  
ASIAN AMERICAN RECOVERY SERVICES, INC.  
(AARS) IN RESPONSE TO THE CITY OF SAN JOSE  
PARKS, RECREATION AND NEIGHBORHOOD  
SERVICES (PRNS) REQUEST FOR PROPOSAL  
(RFP) TO OPERATE THE JACINTO “TONY”  
SIQUIG NORTHSIDE COMMUNITY CENTER.**

**WHEREAS, Filipino Youth Coalition (referred to as FYC)** is a nonprofit corporation organized and existing under the laws of the State of California; and

**WHEREAS,** the Board of Directors is the governing body of FYC; and

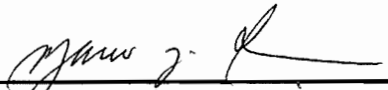
**WHEREAS,** FYC intends to collaborate with **Asian American Recovery Services, Inc. (referred to as AARS)** in submitting a proposal to the Parks, Recreation and Neighborhood Services Department (PRNS) of the City of San Jose to operate the Jacinto “Tony” Siquig Northside Community Center (JTS-NCC) ; and

**WHEREAS,** FYC and AARS will sign a separate Memorandum of Understanding stipulating the basis of their collaborative relationship in regards to the submission of the proposal to operate the JTS-NCC and to the actual operation of the JTS-NCC, if the proposal is accepted;

**NOW, THEREFORE,** be it resolved by the Board of Directors of FYC -

1. FYC will enter into an agreement with AARS to be collaborative partners in submitting a proposal to the Parks, Recreation and Neighborhood Services (PRNS) of the City of San Jose to operate the JTS-NCC In addition,
2. Sarah Gonzalez, Executive Director of FYC, is authorized to execute any agreement with AARS regarding the RFP issued by City of San Jose PRNS to operate JTS-NCC.

ADOPTED this 15 day of November, 2006:

  
\_\_\_\_\_  
Mario Rivera, Secretary

# JEFFREY KEN MORI

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## *Employment*

**1998 – Present**  
**Executive Director**      **Asian American Recovery Services, Inc. (AARS, Inc.)**  
**965 Mission Street, Suite 325**  
**San Francisco, CA 94103**

1996 – 1998  
Director      Mayor's Office of Children, Youth and Their Families  
City and County of San Francisco  
Appointed by Mayor Willie L. Brown, Jr.

1973 – 1996  
Executive Director      Japanese Community Youth Council (JCYC)  
San Francisco, CA

1989 - 1991  
Lecturer      Department of Asian American Studies  
California State University  
San Francisco, CA

## *Education*

M.A. Ed., Elementary Education, University of San Francisco; May, 1979  
California State University, San Francisco; 1970-1976  
College of San Mateo, San Mateo; 1969-1970

## *Civic Activities*

2005 – Present      City of San Francisco Japan Center Garage Corporation  
Member, Board of Directors  
August 2006      Board President

September 2006 -  
Present      Kokoro Senior Citizen Assisted Living, Inc, San Francisco  
Member, Board of Directors

2000 – 2002  
Board President      City of San Francisco Japan Center Garage Corporation  
Board of Directors  
Resigned 04/2002      San Francisco, CA

2005 – Present  
Inaugural Member      Mayor Gavin Newsom's Children, Youth and Family  
Policy Council for San Francisco

2004 – Present  
Member      Community Behavioral Health Services (CBHS)  
Integration Advisory Committee  
San Francisco, CA

1999 – 2006  
Co-Director      San Francisco Youth Fund  
San Francisco, CA

### ***Civic Activities, continued***

1999 – 2003 2001-2003, Chair	Asian/Pacific Islander Constituent Committee (APICC)
1999-2001, Committee Member	Department of Alcohol and Drug Program (ADP) Advice Seeking System State of California Appointed by Acting Director Elaine Bush
2000 – 2002 Committee Member	Children’s Fund Citizens’ Advisory Committee Steering Committee Sub Committee San Francisco, CA
1999 - 2001 Treasurer	Committee to Renew the Children’s Amendment San Francisco, CA
1990 – 1994 Commissioner	California Coastal Commission State of California Appointed by former Speaker of the House, Willie L. Brown, Jr.
1981 – 1989 Commissioner	Recreation and Parks Commission City and County of San Francisco Appointed by former Mayor Dianne Feinstein
1977 – 1980 Member	Citizens Committee on Community Development City and County of San Francisco Appointed by the late Mayor George Moscone

### ***Community Activities***

1999-2003, Member 2003-2006, Chair 2006- Present	CompassPoint Nonprofit Services, San Francisco, CA Board of Directors Advisory Board
1988-1990, Member 1990-1992, Vice Chair 1993-1999, Member 1999 – 2003, Chair 2003 – Present	National Asian Pacific American Families Against Substance Abuse (NAPA/ASA) Los Angeles, CA Board of Directors Executive Committee
2001 – 2004 Board Chair	Japantown Task Force, Inc. San Francisco, CA
1998 – 2003 Member	Peace Plaza Task Force Committee San Francisco, CA
1999 – 2001 Member	Japantown Planning, Preservation & Development Task Force San Francisco, CA
1995 – 2000 Member	Keystone Community Ventures San Francisco, CA

## ***Community***

### ***Activities, continued***

1992 – 1996

Chair

Friends of the Peace Plaza Park Committee  
San Francisco, CA

1985 – 1992

Founding Member

Asian Youth Substance Abuse Project Consortium  
San Francisco, CA  
Board of Directors  
The Family School  
San Francisco, CA

1985 – 1987

Founding Member

Board of Directors  
Asian American Residential Recovery Services  
San Francisco, CA

1983 – 1987

Member

Advisory Board  
Operation Contact  
San Francisco, CA

1977 – 1983

Member

Board of Directors  
Richmond Area Mental Health Services  
San Francisco, CA

1977 – 1981

Member

Board of Directors  
Catholic Youth Organization  
San Francisco, CA

1976 – 1984

Chair

Employment and Training Committee  
Western Addition Council of Youth Serving Agencies  
San Francisco, CA

1975 – 1978

Personnel Committee  
Member & Chair

Council of the San Francisco Bay Area  
Asian Mental Health Training Program  
San Francisco, CA

1975 – 1978

Founding Member &  
Treasurer

Board of Directors  
Japantown Arts Movement  
San Francisco, CA

1975 – 1977

Member & Board Chair

San Francisco Asian Social Work Training Program  
California State University  
San Francisco, CA

1972 – 1984

1980-1983, Chair

1983-1984, Treasurer

1980-1983, Member

1979-1980, Treasurer

1972-1979, Member

Board of Directors and Community Advisory Board  
Westside Community Mental Health Center  
San Francisco, CA

## ***Commendations***

Certificate of Appreciation, 2004  
UPS Community Internship Program in San Francisco

Silver SPUR Award, 2003  
San Francisco Planning and Urban Research Association  
Humanitarian of the Year – Certificate of Honor, 2003  
San Francisco Mayor's Committee for Employment of People with Disabilities

Community Spirit Recognition Award, 2002  
The Richmond District Neighborhood Center, San Francisco

Certificate of Honor, 2002  
San Francisco Board of Supervisors

Certificate of Commendation for an Exemplary Record in Civic Leadership, 2000  
United States Senate, Dianne Feinstein, U.S. Senator from California

Certificate of Recognition for Efforts in Coordinating the 1999 National Recovery Month in  
San Francisco, 1999  
California State Assembly

Certificate of Appreciation for Contribution to the Asian and Pacific Islander Work Group on  
Cultural Relevance, 1999  
Substance Abuse and Mental Health Services Administration (SAMHSA) and Center for  
Substance Abuse Treatment (CSAT)

Senate of the State of California Commendation for an Exemplary Record in Civic Leadership,  
1998  
California State Senate

Certificate of Appreciation as a Member of the Mayor's Welfare Reform Task Force, 1997  
The City and County of San Francisco

Distinguished Asian Leadership Award for Distinguished Community Service, 1995  
Asian Business League of San Francisco

San Francisco Foundation Award for Contribution to the Improvement of Human Relations in  
San Francisco, 1994  
San Francisco Foundation

Co-Awardee for Community Service, 1991  
Asians for Corporate and Community Action, Pacific Bell, San Francisco

Co-Awardee for Community Service, 1990  
Haight Ashbury Free Medical Clinic, San Francisco

Public Service Award, 1989  
Japanese Cultural and Community Center of Northern California, San Francisco



### ***Commendations, continued***

Community Service Award, 1989  
Mission Education Project, Inc. – San Francisco

Community Service Award from the Board of Directors, 1989  
Chinatown Youth Center, San Francisco  
Award of Merit for Outstanding Public Service, 1985  
Office of the Mayor of the City and County of San Francisco

Certificate of Honor, 1985  
San Francisco Board of Supervisors

Certificate of Appreciation for Outstanding Dedicated Service, 1979, 1980 & 1984  
Westside Community Health Center, San Francisco

Daniel E. Koshland Civic Unity Award in Recognition of Service to the Western Addition, 1983  
San Francisco Foundation

Commendation, 1980  
San Francisco Board of Supervisors

Award for Leadership and Public Service, 1980  
San Francisco Fellowship

1106

**Lien H. CAO (Ms.)**

95 Kootenai Court, Fremont, CA 94539  
Home: (510) 659-9491, Cellular: (510) 551-7182  
e-mail : [LHCAO@comcast.net](mailto:LHCAO@comcast.net)

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**EDUCATION**

**Ph. D program**, Integral Studies, with concentration in "**Learning and Change in Human Systems**" *California Institute of Integral Studies, San Francisco, California* – Completed coursework, dissertation in progress.

**Licensed MFT (Marriage and Family Therapist)** *California*

**M. Sc. in Counseling Psychology** concentration in Organization Development - *California State University, Hayward, California.*

**B.A. in Economics** - *University of Sorbonne, Paris, France*

**WORK EXPERIENCE**

- **Associate Director and Youth Program Manager, Santa Clara County, AARS (Asian American Recovery Services Inc.), California (2005-present)**  
Develop and oversee substance abuse programs for Youth and Adults in accordance with AARS priorities, ensuring quality of programs and compliance with all policies and procedures.
- **Program Manager, ADAPT project, AARS (Asian American Recovery Services Inc.), San Francisco California (2005)**  
Responsible for overall management of the youth services substance abuse programs, ensuring compliance with federal, state and local regulations as well as program contracts requirements. Direct supervision of all program staff.
- **Consultant AARS (Asian American Recovery Services Inc.), San Francisco, California (2004)** – Conduct a community needs assessment in the area of Drug and Alcohol abuse among Vietnamese Youth in the Bay Area. Facilitate focus groups and semi-structured interviews with Youth, Parents and Community Leaders, consolidate all findings into comprehensive report.
- **Psychological Counselor, College of San Mateo, Ohlone College, Fremont Youth and Family Services, California (2000 to 2005)**  
Provide individual, couple, family and group mental health counseling to youth and adults, in schools and clinics, for a diverse socioeconomic, cultural and ethnic backgrounds.
- **Lecturer, Saint-Mary's College, Moraga, California (2002 to present)**  
Design and conduct classes in "Building Cross-Cultural Capacity" and "Building Learning Communities" for **Masters in Leadership** program. Teach class in "Self Management in the Workplace" for the Bachelor in Management program.
- **Facilitator, Psycho-educational cancer support groups (1998- 2005)**

Lead support groups and provide education to cancer patients and care-givers at American Cancer Society, The Wellness Community and Washington Hospital in Fremont, California.

- **Instructor, California Institute of Integral Studies (C.I.I.S.) California, and Institute of Transpersonal Psychology (I.T.P.) California. (1998-2003)** - Design and conduct Diversity Workshops to Masters and Ph. D level students in Workshops dealing with issues of differences in cultures, race, personalities and learning and working styles.
- **Teaching Assistant - Business School, Stanford University, Palo-Alto (1999-2002)** - Teach and lead experiential learning groups of MBA students in "Interpersonal Dynamics" dealing with issues of authentic communication, collaboration, learning communities, participative management and conflict management.
- **Project Manager- IBM corporation in Vietnam, Canada and U.S.A (1980-1992)** Manage professional staff of 25 to develop, design, implement and deliver Information Systems for US, Canada, and several countries in Asia and Europe. Coach 40 newly-appointed Project Managers in Project Management skills and People Management capacities. Guest lecturer in IBM Brussels, Belgium

#### ***PAPER/CONFERENCES***

- **Synergic Inquiry: A collaborative Action Methodology**, to be published by Sage Publications, 2006. Contributor to two chapters.
- **Guest Speaker for Vietnamese weekly radio show** program on Mental Health and Substance Abuse issues for the Vietnamese Community in the Bay Area – 2005
- **Vietnamese Youth Alcohol and Drug Use in the Bay Area** – A Community Needs Assessment – Fall 2004.
- **2001 Conference in Higher Adult Education, Lifelong Learning - London, England** - Present a collaboratively written paper dealing with issues of multiple ways of learning and teaching to different cultures.

#### ***PROFESSIONAL and VOLUNTEER ORGANIZATIONS***

- **Viet Mental Health Network** – President - Network of Vietnamese mental health professionals in Northern California.
- **ICAN (International Children Assistance Network)** – Mentoring and pro-social activities to underserved and low-income children in the U.S.A and other countries.
- **AAWA (Asian American Women Alliance)** - Leadership skills to Asian young women
- **SCAP (South East Asia Children's Project)** – Human trafficking -Advisory Board
- **Volunteer work in Vietnam with GTZ NGO** June 2001 – Investigating cultural barriers to poverty alleviation in Vietnam.
- **Women Research Collaborative Group Oakland, CA (1998-2000)**. Design, facilitate support/therapy groups for women in transitional housing due to domestic violence.

**OTHER LANGUAGES:** Vietnamese and French, fluent in both written and verbal

SACHA JAVIER  
810 GELLERT BLVD.  
DALY CITY, CA. 94015  
(650) 642-1186  
[Csharpsha@aol.com](mailto:Csharpsha@aol.com)

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Areas of Specialty

- Youth And Adult Substance Abuse Treatment
- Geriatric Advocacy and Companionship
- Organization Of Agency Events
- Gang Knowledge
- Bilingual Tagalog and English, some Visayan
- Outreach And Engagement

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Education	Bachelors Of Social Work San Jose State University	January 2001 - June 2003
	General Education Skyline College	January 1998 - May 2000
	General Education College of San Mateo	August 1997 - May 2001
	High School Diploma El Camino High School	September 1993 - June 1997

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Experience	Adult Treatment Supervisor Asian American Recovery Services <ul style="list-style-type: none"><li>• Group Facilitation</li><li>• Individual Counseling</li><li>• Documentation</li><li>• Referral and Follow-Up Of Clients To County Providers</li><li>• Communication Between Adult Probation Regarding Clients</li><li>• Supervision Of Line Staff</li><li>• Report Organization</li></ul>
	Youth Aftercare Treatment Intern Asian American Recovery Services <ul style="list-style-type: none"><li>• Group Facilitation</li><li>• Individual Counseling</li><li>• Documentation</li><li>• Communication Between Juvenile Probation Regarding Clients</li><li>• Family Intervention</li></ul>
	Social Work Intern Lincoln Glen Manor And Nursing Facility <ul style="list-style-type: none"><li>• Visiting Elderly In Individual Nursing Facility Rooms</li><li>• Group Facilitation</li><li>• Assisted In Monthly Ombudsmen Meetings</li><li>• Documentation</li><li>• Organization Of Elderly Activities</li><li>• Assisting In Transportation Of Elderly</li></ul>

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Community Service Activities	• Santa Clara County Speaker on Filipino Cultural Competency
	• Assisted In Organizing Agency "Sister To Sister

Conference" Outreaching and Empowering Of Female  
Asian Pacific Islander Youth in Junior High School and  
High School Students in Santa Clara County

- Assisted In Establishing The First Tagalog-Speaking  
Alcoholics Anonymous Meeting In Santa Clara County

- Youth President of the Santa Rosa De Lima Group,  
Filipino Organization/Support Group

## **Tito A. Cortez, MSW**

510 North First Street, Suite 210  
(408) 679-5099

San Jose, CA 95112  
cortez3@sbcglobal.net

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### **LEAD PERSON'S SKILLS SUMMARY:**

#### **1. Center's Director Experience**

- Former Executive Vice President of Filipino American Senior Opportunities Development Council, Inc. (FilAmSODC-the previous operator of Northside Community Center) and in charge of operation in the absence of the President/CEO.
- On a voluntary basis, in-charge of the Northside operation while President/CEO was on an annual paid sabbatical leave to the Philippines.

#### **2. Case Management Services Planning, Implementing and Supervision**

- Supervised and the first director of the MSSP (Multipurpose Senior Services Program) of the Council on Aging from 1986 to 1991. MSSP is a Medicaid (Title XIX of the Social Security Act) {Medical in California}, waived in-home case management services program in which eligible Medical participants, 85 years or older and qualifiable under nursing home criteria, are provided in-home services rather than in an institutional setting.

Social Workers administer a psychosocial needs assessments while Public Health NurseS a medical assessments. Integrating these two instruments will result in a plan of care. In implementing a plan of care, referred services were to be used and exhausted prior to purchasing services; and

- Refined, trained and supervised FilAmSODC's Case Management Program including designing clients' database.

#### **4. Experience in providing Veterans Services**

- Served with the United States Army including 18 months in the former of South Vietnam receiving numerous medals and awards;
- Co-founder and active member of American Legion Northside Post 858 with Northside Community as its home;
- Volunteer and services recipients with San Jose Veterans' Center; and
- Knowledgeable as a recipient of veterans' benefits and entitlements.

#### **5. Experience with the Senior Nutrition Program**

- Managed and administered Todos Amigos Nutrition Program in Gilroy during 1975 with MACSA (Mexican American Community Services Agency);
- Supervised nutrition staff with FilAmSODC; and
- Possessed a Certified Food Safety Manager- National Registry of Food Safety Professionals-Certificate No. EB000142068- Expiration Date: September 13, 2008—A certificate needed to start and managed a restaurant similar to what is needed for senior nutrition program on-site cooked meals.

**EDUCATION**

**San Jose State University, San Jose, California.** Earned a **Master of Social Work (MSW)** degree with special emphases in Social Work Research and Social Planning/Community Organization.

Received a **Bachelor of Science (BS)** in Business Administration and Management concentrating in Human Resources Management.

**Cabrillo College, Aptos, California.** **Associate of Arts (AA)** in Business Administration and Management.

**MASTER'S THESIS PROJECT**

- "A Study of Socio-Historical Isolation of the Filipino-American Senior Citizens in a Rural Area in Northern California."

**TEACHING EXPERIENCE**

- **Social Science Instructor, Evergreen Community College, San Jose:** taught Asian American Cultural Perspectives;
- **Social Science Instructor, San Jose City College, San Jose:** taught Social Science 28—"Survey of Third World Cultures"
- **History Instructor, Gavilan College, Gilroy, California:** Taught "Cultural History of the Philippines"

**LIFETIME CREDENTIALS**

- California Community College Instructor Credentials  
Subject Matter Areas: Public Services and Administration #100157  
Subject Matter Areas: History within a District #199226.
- California Community College Counseling Credential: #1000158

**OTHER CREDENTIALS AND LICENSES**

- Certified Food Safety Manager- National Registry of Food Safety Professionals- Certificate No. EB000142068- Expiration Date: September 13, 2008;
- State of California Department of Real Estate- Salesperson, ID# 01745890; Expiration Date: April 14, 2010;
- California Department of Insurance-Life Agent- License # OE74289: Expiration Date: April 30, 2007.

**MILITARY SERVICE**

Vietnam Veteran—Served actively with the United States Army. Overseas assignment — Republic of South Vietnam for eighteen (18) months. Received numerous medals and awards.

**ACCOMPLISHMENTS AND EXPERIENCES:**

**Self-Employed**

**December 1, 2003 to present**

Own publishing company monthly publication ---QUEST EM, Inc. in addition to other businesses.

**Executive Vice President****January 2001 to November 2003****Filipino American Senior Opportunities Development Council, Inc.****488 North Sixth Street, San Jose, CA 95112**

- Assisted in transitioning this organization from an all seniors program to intergenerational programs including school based and cultural activities:
- Supervised staff, designed and implemented a Case Management program and other programs for seniors
- Wrote grants and received over \$2,000,000: and
- Prepared quarterly and other needed reports.

**Self-Employed****January 1991 to January 2001**

- Contracted as the Executive Director of the Filipino American Chamber of Commerce;
- Leading United Way approved consultant with Minority Incubator Program; and
- Assisted the following community based agencies in preparation for admission into United Way regular agency status.
  1. Vietnamese American Cultural and Social Council
  2. Ethiopian Community Services
  3. Cross-Cultural Community Services of Silicon Valley
  4. Filipino Youth Coalition
  5. Filipino American Senior Opportunities Development Council, Inc.
- Assist other agencies to become self-sufficient
  1. Ethiopian Nurses Association
  2. Ethiopian Cultural Institute
  3. Ethiopian Arts Forum

**Council on Aging of Santa Clara County, Inc.****November 1976 to January 1991****MSSP Site Administrator and Director of Employment Services (2 departments)****April 1986 to January 1991****In-Home Services Experience with the Multipurpose Senior Services Program (MSSP)**

- Planned, organized and directed all administrative and program activities related to the Multipurpose Senior Services Program (MSSP)- a Medical (Medicaid) Waiver Case Management Program serving nursing home qualified older persons, 65 years and older in their homes; and
- Supervised nineteen (19) professional staff

**Senior Employment Services**

- Supervised twenty (20) staff, managed and administered three (3) senior employment programs with a combined budget of approximately \$1.3 million; and
- Recruited and evaluated the placement of over one hundred ninety (190) enrollees and over one hundred ten (110) employment and training sites



**Director of Employment Services****July 1984 to March 1986**

- Managed and administered three (3) employment projects with a combined budget of approximately \$900,000;
- Supervised twenty (20) staff, managed and evaluated the placement of one hundred and ninety (190) enrollees in one hundred and ten (110) employment and training sites;
- Accomplished the implementation of the first job fair for older workers in Northern California in which twenty (20) employers participated and over one thousand five hundred (1,500) older workers attended;
- Obtained the first JTPA (Job Training Partnership Act) contract;
- Received a 91 % excellent rating;
- Developed and implemented a system in which all three (3) projects operate more effectively and efficiently resulting in subsidized placement rate of 110%;
- Achieved an unsubsidized placement of 150% in two Title V (Senior Community Services Employment Program- Title V of the Older Americans Act); and
- Achieved a 100% successful placement rate with JTPA

**Program/Affirmative Action Coordinator****July 1983 to June 1984**

- Developed agency's "Affirmative Action: Predevelopment Self-Analysis" report; and
- Staffed various committees including the Health Committee, Membership and Orientation Committee and the Executive Director Search Committee

**Associate Director of Planning and Program Development****February 1981 to June 1983**

- Assigned and supervised the work of technical and professional assistants;
- Advised and assisted them on problems of administrative policy, organization and functions;
- Studied, analyzed, reported and recommended on planning/procedures to individuals, private and public agencies and the news media; and
- Evaluated programs and procedures; acted for and or behalf of the Executive Director.

**Program Coordinator****November 1976 to January 1981**

- Coordinated service programs for seniors;
- Discovered and developed new services and resources such as Project MATCH (a senior house sharing project);
- Directed agency's programs and projects; and
- Coordinated Board of Directors Committees and provide staff efforts and activities to meet Area Plan objectives.

**PERSONAL BACKGROUND:**

- Born and raised in the Philippines;
- Went to public schools in North Carolina and California;
- Read, write and speak Ilocano, a Philippine dialect;
- Married for over 33 years; and
- US Citizen.

**REFERENCES:** Available upon request.

## RESUME

SERAFIN V. JACINTO  
711 N. 23<sup>rd</sup> Street San Jose, CA, 95112  
Tel. No. (408) 288-6918

### **OBJECTIVE**

To seek a position as Veterans Service Coordinator & Case Manager to be able to serve the veterans and the members of their families by providing services such as interpretation, escort, transportation, referral to various civil and/or legal offices; requesting appointments with medical & dental clinics relative to their health problems, supplemental security income, medical and medicare health insurances; preparing affidavit, letter of request for military statement of services and medals; accomplishing forms needed to waive and/or appeal an overpayment of SSI, immigration petition for visas, affidavit of support, application for passport, etc., and also conducting visitation to veterans who are ill, wheather at home or in the hospital.

### **QUALIFYING SKILLS**

Administrative/Supervisory: As Administrative Officer in government and private establishments, my responsibilities included:

- Conducting researches and introducing and/or initiating effective and constructive innovations to the existing policies, regulations and/or procedures in: handling, safeguarding and dispatching classified and non-classified communications; maintaining, safekeeping and utilization of records, files supplies and equipment; assigning specific duties and responsibilities to every section/department which need to be undertaken during the occurrence of natural calamities or any untoward incident; improving the safety and worthiness of working environment.
- Drafting office budget, using zero-based, for higher management's consideration and/or approval.
- Preparing/drafting semi-annual and annual reports.
- Scheduling meetings and/or conferences, and recording its minutes.
- Performing additional duties and responsibilities assigned by higher management.

Personnel/Supervisory: As Personnel Officer in the government and private establishments, my responsibilities included:

- Preparing and/or redesigning the job descriptions of the staff members/workers to meet the objectives and goals of the organization.

- Assisting with rapid learning and adjustment of old procedures to the new system to secure coordination of activities and consistent administration of policies to build effective work team of workers whose performance will meet or exceed expected standards.
- Preparing personnel performance evaluations and keeping them posted on how well they are going in the organization, and the effect of their contributions to its success.
- Analyzing the present and projected organizational structures ~~to it possible~~ to determine the need for replishments as workers retire, transfer and/or finally leave the organization.
- Reviewing the qualifications of job applicants to fill up the current needs of the organization.

Collection and Accounts Receivable/Supervisory: As Collection Chief in a private business organization, my responsibilities included:

- Receiving, consolidating and maintaining Subsidiary Ledgers and preparing and/or making list of all clients with due, overdue and/or aging accounts.
- Composing and/or initiating collection letters reminding our customers of their overdue and/or aging accounts.
- Supervising personnel performing collection duties and recommending their promotions and/or increase of wages, benefits, specially the deserving collectors.
- Conducting researches and strategizing the system of collecting outstanding accounts receivable.
- Conducting personal dialogue with General/Finance Manager and/or VP for Finance of the companies with one to three years old accounts and offer/suggest (with our higher management's approval) terms on how our customers, with aging accounts, settle their obligation with us.
- Familiar with: Philippine Fair Debt Collection Practices Act (Congressional Act 6192 and its amendment).

## **EDUCATION**

AFPSEM High School, Fort Bonifacio, Makati, Metro Manila, Phils: Graduated as 1st Honorable Mention – April 1964.

Arellano University, Legarda, Sampaloc, Manila, Phils.: received Bachelor of Arts (AB) degree in Business Management - Apr 1968.

Polytechnic University of the Philippines, Lepanto Sampaloc Manila: received Master's degree in Public Administration (MPA) - Nov 1988.

Master Institute, 50 Airport Pkway, San Jose, CA: finished Software Development and Computer Programming - Jul 1991.

### **Continuing Professional Development**

Ateneo de Manila University: finished Modern Industrial Project Management Crse – Apr 1976.

Executive Development Academy: finished Training and Business Crse Mgt – Jul 1976.

International Management Executive Center: finished Applied Strategic Mgt Crse – Aug 1978.

John Clements Consultants, Inc.: Taken Seminar on Dynamics of Effective Leadership Program - Jul 1988.

### **SUMMARY OF EMPLOYMENT**

Enumerator - U.S. Census Bureau - May '90 to Nov '90

Office Clerk & Receptionist - NTIC Travel & Tours - Apr '90 to Jun '90

Administrative & Personnel Officer ( 1 year); Collection Chief (4 years) – Rajah Broadcasting Network, Inc. (Philippine Radio Station) – Jun '83 to Nov '88

Administrative Officer & Military Aid-de-Camp of Dep Min Isabelo M. Castro - Office of the Deputy Minister for Munitions, Ministry of National Defense - Feb'81 to May '83.

Administrative & Academic Officer - National Defense college of the Philippines – Jan'78 to Jan '81.

### **HONOR/AWARD RECEIVED**

AFPSEM High School, Fort Bonifacio – received a Bronze Medal.

National Defense College of the Philippines- received 1 Plaque of Merit from Commodore Gonzalo Santos, President of the College; 1 Plaque of Appreciation from Brigadier General Jose Syjuco, President of the College; 2 Letters of Appreciation, 1 each from Colonel Serafin Aguirre, VP for Administration and Colonel Armando Dizon, VP for Academic of the College.

Ministry of National Defense – received a Certificate of Commendation from the Minister of National Defense Juan Ponce-Enrile.

Municipality of Makati - received a Certificate of Merit (as Outstanding Barrio Councilman of CEMBO for 13 years) from Mayor Nemesio I. Yabut.

#### **RESEARCH WORK CONDUCTED**

Title: The National Defense College of the Philippines – Effective and Maximum Utilization of Its Human Resources.

Title: RJ-AM Radio Station – Ways and Means of Increasing Its Income.

SERAFIN V. JACINTO

References will be provided upon request.

## Mary Ann O. Garcia

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### KEYWORDS

Case Management  
Teacher  
Early Childhood Education  
Dance Instructor  
Senior Citizen Advocacy  
Physical Education Instructor

### OBJECTIVE

An endearing career with opportunities for advancement.

### EXPERIENCE

2005 – Present J.T.S. Northside Community Center San Jose, California  
**Senior Activities Coordinator**

- Plan and coordinate activities for senior citizens of the community
- Schedule and coordinate informative and wellness presentations
- Updates information in terms of knowledge of general resources from various offices and agencies connected to N.G.O. and government service groups
- Provides scheduled exercises appropriate for the general seniors and others
- Produces, coordinates, and choreographs cultural presentations to help in funding of the center

1999 – 2003 Angel of Light Academy Bulacan, Philippines  
**School Teacher / Administrator (Pre-school)**

Responsible for the following daily activities:

- Plans day to day activities to promote holistic development of the child.
- Observes and assesses child's behavior daily.
- Designs and arranges the environment to create interest in each area.
- Plans meetings and conferences carefully and tries to setup strong home-to-school connections.
- Collects and displays examples of children's activities and creations.
- Recognizes child's strength and provides opportunities to practice them.

1990 – 1997 Northside Community Center San Jose, California  
**Assistant Case Manager / Dance & Activities Coordinator**

- Assist Senior Citizens / Veterans (WWII) to apply for entitlements such as:
  - SSI
  - SSA
  - Medical / Medicare
  - Low Income Housing
- Advocate and assist on interviews on all legal and pertinent matters before the different government, local and federal agencies.
- Teach Social and Cultural Dances
- Instruct daily exercises that are needed by the Senior Citizens.
- Organized daily activities and functions.
- Stage Cultural Shows for funding and benefits.

1989 – 1990 Enchanted Land Montessori School San Jose, California  
**School Teacher (Pre-school – Kindergarten)**

- Teaching activities to children using the Montessori Method.
- Interacting with children during indoor and outdoor activities.
- Analyzing child's development in correlation with the Montessori Method.
- Created a climate of safety for children to speak their needs and feelings.

1987 – 1989                      South Valley Y.M.C.A.                      San Jose, California  
**Aerobics Instructor**  
• Teaching the latest High and Low Impact Aerobics.  
• Assess member's needs and specially cater spot exercises.  
• Gives advices to healthier habits.

1986 – 1989                      Fifth Avenue Fitness                      Mountainview, California  
**Aerobics Trainer**  
• Designing specialized exercise programs for high end customers.  
• Provides Customized Home Service Fitness  
• Developing market for business.

1981 – 1983                      Polytechnic University of the Philippines                      Manila, Phil.  
**Staff Physical Education Instructor**  
• Instructs college and High School students on Physical Education subjects such as:  
    o Modern Jazz  
    o Social Dances  
    o Philippine Folk Dances  
    o Badminton  
    o Swimming / Health Education  
• Advices students on school prerequisite paths.  
• Creating Daily / Semester School Plan  
• Establish grading for enrolled students in classes.  
• Organized Foundation Day Demonstrations and Presentations.

## **EDUCATION**

**University of the East (Philippines)**  
• BS Education (1981)

**University of the Philippines**  
• Early Childhood Education I, II, III (1999)

**San Francisco State University**  
• The Montessori Method of Education (1989)

## **TRAINING**

**Cultural Center of the Philippines**  
• National Seminar – Dance Workshop (2003)

**Department of Education and Culture of the Philippines**  
• Pre-School Educators Convention and Workshop (2003)

**Pamantasan ng Lungsod ng Maynila**  
• Dance Educators Convention Workshop (2002)

**Angel of Light Academy**  
• Emerging Strategy of Teaching (2003)  
• The Concept of Three Methods (2002)

**Australian Dancesport Academy**  
• Certificate of Appreciation and Recognition " Dance Workshop" (2000)

## **AWARDS / HONORS**

**University of the East**  
• Cum Laude Graduate  
• Outstanding Student Teacher  
• Most Cooperative Student Teacher  
• Most Resourceful Student Teacher

# Sarah Gonzalez

3661 Tronson Ct., San Jose, CA 95132  
Tel. (408) 391-1688 Email - [sgonza7145@sbcglobal.net](mailto:sgonza7145@sbcglobal.net)

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## EDUCATION

BS Nursing Silliman University, Dumaguete City, Philippines 1964-69  
Certificate, Parenting Education Facilitator, AACI, 2000

## Community

*Coach and mentor to peers and youth~ Community organizer ~ Volunteer recruiter~  
Community advocate ~ ~ Community event planner~ Trainer of skills*

Member, Mayor's New Realities Task Force, 1996-98  
Interim President, Fil-Am Council of Santa Clara County  
Adviser, American Coalition of Filipino Veterans of WWII,  
Santa Clara Chapter  
Director, California Technological Care (CTC) - global IT projects

## WORK EXPERIENCE

Filipino Youth Coalition, Inc.

Executive Director, 2002-present  
Managing Director, 2000 - 2001

Silicon Valley Marketing Management (WVMM)  
Vice-president, 1998 - 2000

GE Nuclear Energy, San Jose, CA 1979 - 1996  
Administrative Assistant, 1979 - 1982  
Engineering Assistance, 1982 - 1991  
Small Business Administrator, 1991 - 1996

## CAPABILITIES PROFILE

Extensive knowledge in various positions including volunteer recruitment, administrative functions, event planning, human resources, community service, community outreach, peer and youth empowerment and development, communication with individuals in different seats of power, and management in program. Constantly seeks new ways to improve administrative and time efficiency. Career accomplishments include:

- Manage youth service provider organization; 12 intervention/prevention specialists in five high schools and four middle school.
- Mentored and coached groups of peers and youth from diverse communities engaging in long-term social change projects focused on serving targeted communities. The coach role naturally led to communication with various levels of leadership in community, legislative, educational, and corporate settings.
- Coordinated large-scale community serving events for groups of 7-1,000; all events coordinated, were a service not-for-profit. Each event had a range of focus such as community service, waging peace, female empowerment, or leadership awareness and strengthening, cultural enhancement, gang prevention. Large amounts of volunteer recruitment were involved in coordinating these events.



**Curriculum Vitae of  
AMANDO CABLAS, Ph.D.**

19233 Vineyard Lane  
Saratoga, CA 95070

Office: (408) 793-6576  
Home: (408) 255-7035  
Cell: (650) 759-0874

**QUALIFIED BY:**

An investigative, inquiring mind that creatively demonstrates competency in written and oral communication, applied research and program evaluation. Able to lead, organize for results, establish productive interpersonal relationships and make effective decisions. Radiates a positive, enthusiastic energy and projects an objective, quality image.

**AREAS OF COMPETENCY**

Services Research    Behavioral Research    Psychological Assessment  
Teaching/Training    Program Evaluation  
Treatment Outcome Evaluation

**CERTIFICATION & LICENSURE**

Santa Clara County Certified Bilingual: Spanish (fluent)  
Hawaii Licensed Psychologist (#PSY- 467)  
California Licensed Psychologist (#PSY-13657)

**EDUCATION**

8/85 - 12/90	University of Hawai'i at Manoa Psychology Specialty Areas: Clinical & Cross-Cultural Psychology	PhD
9/80 - 6/83	University of Santa Clara, Santa Clara, CA Counseling Psychology Specialty Area: Child and Family	MA
1/78 - 5/80	San Jose State University, San Jose, CA Special Major: New College Teaching Emphasis	BA

**EMPLOYMENT HISTORY**

COMMUNITY OUTREACH SERVICES, Senior Health Care Program Analyst, Jul. 2005 – current. Manage the Quality Assurance and Program Enhancement Unit of the Department. Responsible for all administrative, evaluation, research and quality management activities for School Linked Services. Respond to the various requests of governing boards, consisting of elected and appointed officials, regarding special projects and informational requests.

OFFICE OF THE COUNTY EXECUTIVE, CROSS SYSTEMS EVALUATION, Program Evaluator, Jul. 2004 – Jun. 2005. Responsible for the evaluation of county children services in eight different departments: Mental Health, Probation, Drug and Alcohol Services, Public Health, School Linked Services, Department of Family and Children Services (Social Services Agency), Department of Employment and Benefits (Social Services Agency), Ambulatory and Community Health Services (general medicine). Submit management reports on the status of various research and evaluation projects. Respond and report to the various governing boards, consisting of elected and appointed officials, regarding special projects and requests for information.

**EMPLOYMENT HISTORY (continued)**

SANTA CLARA COUNTY MENTAL HEALTH DEPARTMENT, MENTAL HEALTH SERVICES RESEARCH & QUALITY MANAGEMENT DIVISION, Quality Manager, MH Outpatient Programs, Jan. 2001 – Jun. 2004. Responsible for all administrative, evaluation, research and quality management activities of the Division. Adhere to federal and state regulations regarding quality management and research. Ensure fiduciary compliance with federal, state and local granting agencies. Monitor the review, preparation, update and distribution of standards, policies and procedures. Ensure the department meets professional/licensure standards of the State Department of Mental Health and other regulatory agencies. Submit management reports on the status of various Division projects. Direct and supervise program managers. Direct and monitor federal and state evaluation and research grants. Write and submit research proposals, manuscripts for publication review. Develop research projects of interest to the county. Respond and report to the various governing boards, consisting of elected and appointed officials, regarding quality management, special evaluation, research projects and public requests for information.

SANTA CLARA COUNTY, MENTAL HEALTH SERVICES RESEARCH DIVISION, Director of Research, Jul. 1995 - Dec. 2000. Acting Director of Research, Dec. 1994 - Jun. 1995. Responsible for all activities of the Division. Adhere to federal and state research and evaluation regulations. Ensure fiduciary compliance with federal, state and local granting agencies. Submit management reports on the status of various research and evaluation projects. Direct and supervise all research service providers and program managers. Interact with granting agencies and project consultants to ensure timely completion. Direct federal and state grants. Write and submit research proposals, manuscripts for publication review, and develop research projects of interest to the county. Respond and report to the various governing boards, consisting of elected and appointed officials, regarding special projects and requests for information.

SANTA CLARA COUNTY, MENTAL HEALTH SERVICES RESEARCH, Evaluation Research Specialist, Nov. 1991 - Nov. 1994. Project manager for various research projects. Implement and supervise funded research grants for the county. Primarily responsible for the State Mental Health Needs Assessment Project. Responsible for the mental health needs assessments of the African American, American Indian and Pilipino communities. Conduct various statistical analyses on the county database using SPSS. Provide senior and executive management timely information for decision support.

SAN JOSÉ STATE UNIVERSITY, School of Social Work, Adjunct Faculty, Aug. 2005 – current; Jan. 1996 - May 1998. Teach graduate courses in social science statistics and research methodology.

PACIFIC GRADUATE SCHOOL OF PSYCHOLOGY, Adjunct Faculty, September, 1997 - April, 1999. Dissertation committee member.

UNIVERSITY OF SANTA CLARA, GRADUATE DIVISION OF COUNSELING PSYCHOLOGY AND EDUCATION, Adjunct Faculty, Jan. 1993 - Apr. 1995. Teach the core course requirement for Marriage Family Therapist (MFT) licensure on multi-cultural counseling and process.

KAPIOLANI MEDICAL CENTER FOR WOMEN AND CHILDREN, KAPIOLANI COUNSELING CENTER, Postdoctoral Fellow, June 1991 - Oct. 1991. Provided outpatient assessment, treatment and case management for children and families. Administered and interpreted a variety of psychological tests. Maintained productive relationships with various agencies served. Assisted in the development and collection of data for culturally appropriate clinical research.

**Employment History (continued)**

HAWAII BIODYNE, Postdoctoral Fellow, Sept. 1990 - June 1991. Provided individual, couple and family psychotherapy in a managed care environment. Case managed substance abuse treatment and conducted utilization review for mental health services. Authorized both inpatient and outpatient treatment. Developed and maintained relationships with community agencies and service providers. Consulted with outside organizations regarding treatment recommendations. Responsible for work site wellness programs on stress reduction, drug awareness, effective communication, child abuse and preventing job burnout for employees of contracted agencies.

**PROFESSIONAL APPOINTMENTS**

Federal Block Grant Monitor, Substance Abuse and Mental Health Services Administration,  
Center for Mental Health Services, Nov. 1999 to present.

Member, Culturally Competent Mental Health Interventions Working Group, Georgetown University  
Child Development Center, Washington, D.C., Apr. 2000 to present

Grant Reviewer, Substance Abuse and Mental Health Services Administration, Center for Mental  
Health Services, "Youth Suicide Prevention", July, 2005

Standing Committee Member, Substance Abuse and Mental Health Services Administration (SAMHSA)  
Center for Mental Health Services (CMHS), Knowledge Application Standing Review  
Committee, July 2000 to June 2003.

Grant Reviewer, Substance Abuse and Mental Health Services Administration, Center for Mental  
Health Services, Special Emphasis Panel I, August 28 - September 2, 1999. "Homeless  
Families Initiative"

Grant Reviewer, Substance Abuse and Mental Health Services Administration, Center for Mental  
Health Services, Special Emphasis Panel I, June 14 - 17, 1999. "Children's Mental  
Health Initiative"

Grant Reviewer, Substance Abuse and Mental Health Services Administration, Center for Substance  
Abuse Treatment, Special Emphasis Panel I, "Treatment Outcomes and Performance Pilot  
Studies Enhancement II," August 24 - 27, 1998.

Grant Reviewer, Substance Abuse and Mental Health Services Administration, Center for Mental  
Health Services, Special Emphasis Panel I, June 1 - 4, 1998. "Children's Mental Health  
Initiative: System of Care Enhancement"

Grant Reviewer, Substance Abuse and Mental Health Services Administration, Center for Substance  
Abuse Services, Special Emphasis Panel I, June 1997.

**RESEARCH AWARDS**

1993 - 1996 Project Director: "Cost Effectiveness of Two Service Approaches to SED Juveniles,"  
\$180,000. (SAMHSA, CMHS) California State Department of Mental Health, William  
DeRisi, Ph.D., Principal Investigator

**RESEARCH AWARDS (continued)**

1993            Minority Supplement: "Cost-Effectiveness of Three Service Approaches for the SMI"  
\$50,000 (R01MH45072) Jeanette Jerrell, Ph.D., Principal Investigator

**PAPERS & PRESENTATIONS**

Hines, A. M., Lee, P. A., and Cablas, A. (Jul., 2005). Mental Health Services for Children in the Child Welfare System: A Pilot Study. Cross Systems Evaluation, Office of the County Executive, County of Santa Clara.

Cablas, A., and Camacho, T. (August, 2004). Evidence Based Practices within Underserved Communities. Keynote Panel. Fifth Annual Mental Health Specialist Forum, Washington State Mental Health Department, Yakima, WA

Cablas, A., (Oct., 2001). Update on Santa Clara County Comprehensive Evaluation Plan. Forth Annual California Children's system of Care Model Evaluation Conference. San Francisco, CA.

Cablas, A. (Jan., 2001). A Culturally Competent Comprehensive Evaluation Plan for a County Mental Health System. Western States Decision Support Group (WSDSG) quarterly meeting. San Jose, CA

Cablas, A., Ichinaga, M., Flett, M. (Nov., 2000) Update on Santa Clara County Comprehensive Evaluation Plan. Third Annual California Children's system of Care Model Evaluation Conference. San Francisco, CA.

Cablas, A. (August, 2000). Cultural Competence. Community Forum on Language Access to Social Services. Alameda County Social Services Agency, Oakland, CA.

Cablas, A. (2000, July). Mechanics of Implementing a Culturally Competent Evaluation. Frameworks for Evaluation of Promising Interventions, Asian American /Pacific Islander Youth Development and Violence Prevention. National Technical Assistance Center for Children's Mental Health, Georgetown University and Substance Abuse and Mental Health Services Administration, Center for Mental Health Services, Division of Program Development.

Cablas, A. (2000, June). Data and Research to Move Cultural Competency Forward: The Santa Clara County Experience. Building Community Capacity for Cultural Competence. Pre-Training Institutes 2000, New Orleans, LA. National Technical Assistance Center for Children's Mental Health, Georgetown University.

Cablas, A. (2000, June). The Culturally Competent Organization: What is it? Strengthening Immigrant Community Involvement. Northern California Citizenship Project, Oakland, CA.

Cablas, A. (2000, March). Cultural Competency: Skills for Working across Cultures. Presented to the staff of the Immigrant Needs Summit, Office of Human Relations, Santa Clara County, San José, CA.

Cablas, A. (1999, October). A Comprehensive Plan for Program Evaluation. Paper presentation at the 2<sup>nd</sup> Annual California System of Care Model Evaluator Hoe Down, San Francisco, CA.

Cablas, A. (1999, February). The Santa Clara County Children and Families Cross Systems Evaluation: A blueprint for success. Paper presented at the 12th Annual Research Conference, A System of Care for Children's Mental Health: Expanding the Research Base, Clearwater, Fl.

**PAPERS & PRESENTATIONS** (continued)

Cablas, A. (1998, September). Maximize your management skills across cultures. Presented at the Professional Development Luncheon, Santa Clara County Employee Management Association (CEMA), San José, CA.

Akutsu, P.D., & Cablas, A. (1998, August). Population versus risk estimates in assessing ethnic minority service use. Paper presented at the annual meeting of the American Psychological Association, San Francisco, CA.

Cablas, A. (1998). Evaluation and Research Within Systems of Care: Culturally Competent Methods. In Hernandez, M., and Isaacs, M., (Eds.) Promoting Cultural Competence in Children's Mental Health. Brookes Publishing Co.

Cablas, A. (1998, March). Treatment outcomes and cost effectiveness of two approaches for minority groups with severe emotional illness whom have been detained in juvenile hall: Preliminary results. Proceedings of the 11th Annual Research Conference, A System of care for Children's Mental Health: Expanding the Research Base, Tampa, FL.

Cablas, A. (1996, November). Developing Culturally Competent Treatment Outcome Measures. Presented at the 4th Annual Cultural Competency and Mental Health Summit conference, San Diego, CA.

Cablas, A. (1996, June). Putting Evaluation and Research to Immediate Use Within Systems of Care: Culturally Competent Methods. Presented at 5th Biannual Training Institutes: Developing Local Systems of Care in a Managed Care Environment for Children and Adolescents with Serious Emotional Disturbances, June 9 - 13, 1996, Traverse City, MI.

Cablas, A. (June, 1996). Culturally Competent Research and Program Evaluation. Presented at 5th Biannual Training Institutes: Developing Local Systems of Care in a Managed Care Environment for Children and Adolescents with Serious Emotional Disturbances, June 9 - 13, 1996, Traverse City, MI.

Cablas, A. and Mesa, L. (1994). Mental health services: the case for Filipino Americans. Journal of the American Association for Philippine Psychology, 1, 75-87.

Cablas, A., and Moore-Guerra, L. (1994, April). The 1993 Mental Health Needs Assessment Survey of African Americans in Santa Clara County. Ethnic Populations Task Force Report No.4, Santa Clara County Mental Health Services Research Center, Santa Clara County Mental Health Department, San Jose, CA.

Cablas, A., and Mata, L. (1994, March). The 1992 Mental Health Needs Assessment Survey of American Indians in Santa Clara County. Ethnic Populations Task Force Report No. 3, Santa Clara County Mental Health Services Research Center, Santa Clara County Mental Health Department, San Jose, CA.

Cablas, A. (1994, February). Equity Cost Analysis: Fiscal Year 1992-93. Ethnic Populations Task Force Report No. 2, San Jose, CA: Santa Clara County Mental Health Department.

Meinhardt, K., Cablas, A., Jerrell, J., Jay, D., and DiCamillo, M. (1994, January). The California Household Mental Health Survey of 1992: A Telephone Survey of 9,000 Households. The California Department of Mental Health, Sacramento, CA.

**PAPERS & PRESENTATIONS** (continued)

Cablas, A. (1993, February). Equity Cost Analysis: Fiscal Year 1991-92. Ethnic Populations Task Force Report No. 1., San Jose, CA: Santa Clara County Mental Health Department.

Cablas, A. and Jerrell, J. (1993, March). Children and mental disorder in California: Preliminary results of the statewide mental health needs assessment project. Proceedings of 6th Annual Conference: A System of Care for Children's Mental Health: Expanding the Research Base, Tampa, FL.

Cablas, A. (1993, November). Cultural Competence and Cost Effectiveness: A Clinician's Perspective. Paper presented at the First Annual Cultural Competence and Mental Health Summit, Riverside, CA.

Cablas, A., and Mesa, L. (1992, June). Pilipino Americans and Mental Health Services: Recommendations for Santa Clara County. Paper presented at Second Annual Conference of the American Association for Filipino Psychology, University of California at Berkeley, Berkeley, CA.

Jerrell, J., and Cablas, A. (1992, March). The effects of ethnic matching of young clients and mental health staff. Proceedings of 5th Annual Conference, A System of Care for Children's Mental Health: Expanding the Research Base, Tampa, FL.

Cablas, A. (1991). Pilipinos and the Scholastic Aptitude Test: A review of the literature. Social Process in Hawaii, 33, 91-107.

Cablas, A. (1990). The Scholastic Aptitude Test and ethnic minorities: A predictive and validation study at the University of Hawaii at Manoa. University Microfilms International.

Cablas, A. (1989, July). The academic performance of Pilipino University of Hawaii students. Paper presented at the Third International Philippine Studies Conference, Quezon City, Philippines.

Cablas, A. (1989, March/April). Predictive and differential validation of SAT scores and College GPA among two ethnic groups at UHM. Teaching and Learning at the University of Hawaii at Manoa, 2, 6. The Office of Faculty Development and Academic Support/University of Hawaii at Manoa.

Cablas, A. (1988, April). Persistence and academic success of four ethnic groups at UHM. Teaching and Learning at the University of Hawaii at Manoa, 1, 3. The Office of Faculty Development and Academic Support/University of Hawaii at Manoa.

3095 Zion Lane  
San Jose, CA 95132

408-205-4772  
408-926-5325 fax  
Mark1979@sbcglobal.net

# Mark Thomas Garcia Serrano

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Objective	To advance in the world of career opportunities		
Experience	01/2005 to Present	Filipino Youth Coalition	Milpitas, CA
	Intervention Specialist		
	<ul style="list-style-type: none"><li>▪ Mentoring at risk youth at Milpitas Highschool</li><li>▪ Gang intervention</li><li>▪ Help plan for youth oriented events and workshops</li><li>▪ Working with other non-profit agencies to fulfill needs of the youth</li></ul>		
	09/2004 to 01/2005	Surplus Computers	Santa Clara, CA
	Warehouse/Order Processing		
Experience	<ul style="list-style-type: none"><li>▪ Collecting items for shipment in warehouse</li><li>▪ Packaging items for shipment</li></ul>		
	09/2001 to 03/2003	The Picture People	Daly City, CA
	Assistant Manager/ Sales representative/ Photographer		
	<ul style="list-style-type: none"><li>▪ Assisted in Customer Service</li><li>▪ Delegated tasks to employees and to take care of complaints customers might have.</li><li>▪ Photographed children, adults, pets and large families.</li></ul>		
	10/2000 to 04/2001	Smartshop.com	Morgan Hill, CA
Experience	Content Quality Assurance		
	<ul style="list-style-type: none"><li>▪ Reviewing and editing the content of the Smartshop.com website.</li><li>▪ Collaborated with other departments to complete certain tasks.</li><li>▪ Researched information on products to satisfy descriptions.</li></ul>		
	2004 to Present	San Francisco State University	San Francisco, CA
	1997 to 2003	City College of San Francisco	San Francisco, CA
Education	<ul style="list-style-type: none"><li>▪ A.A, General Education.</li></ul>		
Skills	Windows 95/98/ME/XP, Communications Systems, Data entry, Internet Usage, Advertising, Microsoft office, Management, Intermediate Computer Usage, Youth Mentoring		
References	References will be provided upon request		

## **JOB DESCRIPTION**

**Title:** JTS-NCC Facility Manager  
**Program:** JTS-NCC Santa Clara County  
**Reports to:** Executive Director  
**Classification:** Regular, 1.0 FTE, Exempt  
**Salary Range:** \$65,000 – 68,000 @ 1.0 FTE

### **Description:**

The JTS-NCC Facility Manager primary functions will be to ensure contract compliance and successful attainment of all program objectives and goals. This position requires collaboration with City, County, neighborhood groups, service providers, and other community organizations that work with the same or similar populations. The incumbent will provide administrative direction and supervision for all program staff.

### **Essential Duties and Responsibilities: (other duties may be assigned)**

- Responsible for the development and implementation of all administrative and programmatic aspects of the JTS-NCC program;
- Monitor contract compliance and progress in pursuit of program objectives;
- Provide administrative supervision of all program staff, in accordance with AARS personnel policies and procedures;
- Oversee the facility's operating budget including, but not limited to, tracking and approving all expenditures as well as ensuring adequate staffing compliments;
- Advocates on behalf of the facility with regard to contract renewals, establishing and/or refining outcome objectives, budgetary concerns, staffing and other program specific needs;
- Oversee all data collection, data management, evaluation, and operational activities of the facility;
- Develop, administer and submit all performance outcome performance reports and other related submissions;
- Coordinate training, conferences and other related educational and informational forums for program staff to attend;
- Attend meetings, training's, conferences, etc. as required.

### **Qualifications:**

- BA/BS in related field preferred;
- 5 years of previous program/site administration experience;
- Previous direct staff supervision experience;
- Good organizational skills and knowledge of the criminal justice, general assistance, mental health and substance abuse treatment continuum available within Santa Clara County;
- Comprehensive knowledge of the principles of a treatment program and related government assistance programs and regulations;
- Previous experience evaluating and administering program budgets and data;
- Proficiency with MS applications such as Word, Excel and PowerPoint.

*AARS, Inc. is an equal opportunity employer. We encourage applicants from diverse backgrounds, including women, those from different racial and religious backgrounds and diverse sexual orientations. Reasonable accommodation will be made for persons with disabilities.*



## **JOB DESCRIPTION**

**Title:** Administrative Assistant  
**Program:** JTS-NCC Santa Clara County  
**Reports to:** JTS-NCC Facility Manager  
**Classification:** Regular, 1.0 FTE, Non Exempt  
**Salary Range:** \$26 - 28K @ 1.0 FTE, DOE

**Description:** The Administrative Assistant is responsible for providing general administrative and clerical support to the JTS-NCC Facility Manager and staff. The JTS-NCC Administrative Assistant is also charged with supervision of the facility while the Facility Manager is away from the site.

### ***Essential Duties and Responsibilities: (other duties may be assigned)***

- Provides general office administrative and secretarial support including, but not limited to, word processing, answering telephones, greeting clients and visitors, handling general inquiries, distributing mail, faxing, copying, etc.
- Provides site supervision in the absence of the Facility Manager.
- Develops and maintains the program and filing systems.
- Performs data entry functions including, but not limited to, client data, billing, units of service, fundraising database, general mailing list, and general employee and program information.
- Under general direction of the Facility Manager, develops, transcribes, and distributes minutes, reports and/or general information as needed.
- Assists in the development, revision and submission of documents, reports, forms, directives and other communications frequently confidential in nature.
- Assists in developing and maintaining confidential files and other sensitive information.
- Arranges and otherwise assists with meetings, trainings, conferences, etc. as needed.
- Maintains and updates program literature, brochures, manuals, etc.
- Maintains general office area and office supplies inventory.
- Administers surveys, forms, and questionnaires to clients and staff as needed.
- Performs a variety of special projects involving independent judgement, discretion, flexibility and resourcefulness.

### ***Qualifications:***

- Bachelor's degree in Business Administration or equivalent experience preferred.
- Demonstrated administrative and secretarial skills with one year of general office work experience preferred.
- Ability to maintain confidentiality, display good judgement, and exercise tact and diplomacy at all times.
- Understanding of and willingness to work with traditionally under-served populations including, but not limited to, those affected by substance abuse, mental health, HIV, AIDS and other health-related issues.
- Familiarity with the Asian and Pacific Islander communities as well as the system of social care within Santa Clara County preferred.
- Must be organized self-starter, detail oriented and able to manage multiple tasks simultaneously.
- Excellent computer skills: MS Word, PowerPoint and Excel. MS ACCESS skills preferred.
- Excellent verbal and written communication skills.

*AARS, Inc. is an equal opportunity employer. We encourage applicants from diverse backgrounds, including women, those from different racial and religious backgrounds and diverse sexual orientations. Reasonable accommodation will be made for persons with disabilities.*

# October 2006

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
2 <b>CLOSED</b>	3 9AM-3PM Self Help: Recreational Activities 10-11AM Spring Chicken Exercise 10AM-2PM Senior Community Services Employment Program Noon - Sr. Lunch for Filipino 6-9PM Vovinam Marital art class	4 9AM-3PM Self Help: Recreational Activities 10AM-2PM Senior Community Services Employment Program Noon - Sr. Lunch for Indo American 5-8PM - Korean Language for Foreigner 6-9PM Vovinam Marital art class	5 9AM-3PM Self Help: Recreational Activities 10AM-2PM Senior Community Services Employment Program Noon - Sr. Lunch for Filipino 6-9PM Vovinam Marital art class	6 9AM-3PM Self Help: Recreational Activities 10-11AM Spring Chicken Exercise 10AM-2PM Senior Community Services Employment Program 6-9PM Vovinam Marital art class	7 9-Noon - Computer Class 10AM-2PM Senior Community Services Employment Program 6-9PM Vovinam Marital art class	8 9AM-3PM Self Help: Recreational Activities Noon - Sr. Lunch for Filipino
9 <b>CLOSED</b>	10 9AM-3PM Self Help: Recreational Activities 10-11AM Spring Chicken Exercise 10AM-2PM Senior Community Services Employment Program Noon - Sr. Lunch for Filipino 6-9PM Vovinam Marital art class	11 9AM-3PM Self Help: Recreational Activities 10AM-2PM Senior Community Services Employment Program Noon - Sr. Lunch for Indo American 5-8PM - Korean Language for Foreigner 6-9PM Vovinam Marital art class	12 9AM-3PM Self Help: Recreational Activities 10AM-2PM Senior Community Services Employment Program Noon - Sr. Lunch for Filipino 6-9PM Vovinam Marital art class	13 9AM-3PM Self Help: Recreational Activities 10-11AM Spring Chicken Exercise 10AM-2PM Senior Community Services Employment Program 6-9PM Vovinam Marital art class	14 9-Noon - Computer Class 10AM-2PM Senior Community Services Employment Program 6-9PM Vovinam Marital art class	15 9AM-3PM Self Help: Recreational Activities Noon - Sr. Lunch for Filipino 6-9PM Vovinam Marital art class

16 CLOSED	17 9AM-3PM Self Help: Recreational Activities 10-11AM Spring Chicken Exercise 10AM-2PM Senior Community Services Employment Program Noon – Sr. Lunch for Filipino 6-9PM Vovinam Marital art class	18 9AM-3PM Self Help: Recreational Activities 10AM-2PM Senior Community Services Employment Program Noon – Sr. Lunch for Indo American 5-8PM – Korean Language for Foreigner 6-9PM Vovinam Marital art class	19 9AM-3PM Self Help: Recreational Activities 10AM-2PM Senior Community Services Employment Program Noon – Sr. Lunch for Filipino 6-9PM Vovinam Marital art class	20 9AM-3PM Self Help: Recreational Activities 10AM-2PM Senior Community Services Employment Program 10-11AM Spring Chicken Exercise 6-9PM Vovinam Marital art class	21 9-noon – Computer Class 10AM-2PM Senior Community Services Employment Program 6-9PM Vovinam Marital art class	22 9AM-3PM Self Help: Recreational Activities Noon – Sr. Lunch for Filipino 6-9PM Vovinam Marital art class
23 CLOSED	24 9AM-3PM Self Help: Recreational Activities 10-11AM Spring Chicken Exercise 10AM-2PM Senior Community Services Employment Program Noon – Sr. Lunch for Filipino 6-9PM Vovinam Marital art class	25 9AM-3PM Self Help: Recreational Activities 10AM-2PM Senior Community Services Employment Program Noon – Sr. Lunch for Indo American 5-8PM – Korean Language for Foreigner 6-9PM Vovinam Marital art class	26 9AM-3PM Self Help: Recreational Activities 10AM-2PM Senior Community Services Employment Program Noon – Sr. Lunch for Filipino 6-9PM Vovinam Marital art class	27 9AM-3PM Self Help: Recreational Activities 10-11AM Spring Chicken Exercise 10AM-2PM Senior Community Services Employment Program 6-9PM Vovinam Marital art class	28 9-noon – Computer Class 10AM-2PM Senior Community Services Employment Program 6-9PM Vovinam Marital art class	29 9AM-3PM Self Help: Recreational Activities Noon – Sr. Lunch for Filipino 6-9PM Vovinam Marital art class
30 CLOSED	31 9AM-3PM Self Help: Recreational Activities 10-11AM Spring Chicken Exercise 10AM-2PM Senior Community Services Employment Program Noon – Sr. Lunch for Filipino 6-9PM Vovinam Marital art class					

August 18, 2006

Ms. Sarah Gonzalez  
Executive Director  
**Filipino Youth Coalition**  
3661 Tronson Court  
San José, CA 95132

Dear Ms. Sarah Gonzalez,

We are pleased to inform you that your agency has been awarded a San José B.E.S.T. Grant for 2006-2007 in the following amount:

<b>Funding Amount</b>	<b>Eligible Service</b>
	Case Management & Youth Support Groups
	Gang Mediation/Intervention/Crisis Response
	Parent Support Services
<b>TOTAL = \$90,000</b>	

Staff is ready to begin developing your contract and will be emailing you related forms within the next few days. The analyst assigned to your agency is:

Norman Satake  
Tel: (408) 793-5539  
Fax: (408) 292-6318  
Email: [norman.satake@sanjoseca.gov](mailto:norman.satake@sanjoseca.gov)

Please direct any correspondence regarding your B.E.S.T. contract to Norman.

We are pleased to have you on board as a San José B.E.S.T. Eligible Service Provider and look forward to working with you and your agency.

Sincerely,



Abraham Chacko, Senior Analyst  
Grants Unit, B.E.S.T. Program

**ARTS GRANT AGREEMENT:  
PROJECT & PROGRAM SUPPORT (FY2006-2007)**

Between

**The City of San José**

And

**Filipino Youth Coalition**

This Agreement is entered into this 26<sup>th</sup> day of September, 2006, between the City of San José, a municipal corporation of the State of California ("City") and Filipino Youth Coalition, a non-profit corporation of the State of California ("Grantee").

**RECITALS**

A. The Council of the City of San José has determined that the arts are essential to the cultural, educational and economic welfare of the citizens of San Jose.

B. Grantee offers programs, services, and activities in the field of the arts.

C. City's Director of the Office of Economic Development ("City's Director") is charged with the administration of this Agreement.

In view of the above, the parties agree as follows:

**Section 1 - Term of Agreement:** Regardless of the date of execution, the term of this Agreement shall commence on July 1, 2006, and shall end on July 31, 2007, provided, however, that either party may terminate this Agreement upon the furnishing of 30 days' advance written notice to the other party. City's Director is authorized to terminate this Agreement on City's behalf.

**Section 2 - Grant Award:**

The total grant amount ("Grant Award") awarded to Grantee shall not exceed **\$11,400**. The Grant Award shall be used and expended by Grantee for the purposes specified in this Agreement and for no other purposes. The Grant Award shall be disbursed to Grantee as follows:

(a) City shall pay Grantee, upon execution of this Agreement and subject to the conditions in Section 4(b), 80 percent of the Grant Award in the amount of **9120**.

(b) Upon City's receipt of satisfactory Progress and Final Reports required under Section 6(b), City shall pay Grantee the remaining 20 percent of the Grant Award in the amount of **2280**.

(c) Grantee acknowledges that Grantee's right to receive the Grant Award is contingent upon the City's full receipt of anticipated Transient Occupancy Tax revenues (TOT) in fiscal year 2006-07. If the TOT received by the City and allocated by City Council to the OCA for fiscal year 2006-07 is not sufficient to cover collectively all grant awards made by the Office of Cultural Affairs ("OCA"), City may, at its sole discretion, terminate this Grant Agreement. In such event, Grantee shall promptly return up to the entire amount of the Grant Award paid to Grantee, in compliance with a written request from City's Director, and the City shall have no further obligation toward Grantee.

**Section 3 - Grant Plan:**

(a) Grantee shall perform the matters set forth in Grantee's 2006-2007 application for Project & Program Grants ("Application"), including the plans, objectives and other terms and conditions contained therein, a copy of which is on file with the OCA and which is incorporated herein by reference ("Grant Plan") and

summarized in Exhibit A, "Scope of Grant Plan". In the event of a conflict between the Grant Plan and the provisions of this Agreement, the provisions of this Agreement shall prevail.

(b) Grantee shall notify the City's Arts Program Director in advance of instituting any significant change to the Grant Plan and shall not materially change the nature or scope of the Grant Plan during the term of this Agreement without written approval of the City's Art Program Director. The City's Art Program Director is not authorized to approve significant reductions in the services provided under Grant Plan nor changes to compensation. Any such reductions or changes in compensation must be documented by a written amendment to this Agreement, which shall also result in a reduction in Grant Award.

(c) Failure to comply with item (b) in this section 3 may result in suspension of payment of the Grant Award or termination of this Agreement, or both, as more fully described below.

**Section 4 - Grant Conditions / Requirements:** Grantee understands and agrees that payment of the Grant Award under this Agreement is subject to the following conditions and requirements:

(a) Grantee shall acknowledge the support of the City of San José, where appropriate, and include on all information — including, but not limited to, press releases, brochures, flyers, catalogues, programs, posters, advertisements, Public Service Announcements, and Web-site, film, video, radio and other media materials — relating to programs covered under this grant the following statement: **"Supported, in part, by a grant from the City of San José."** In the event that Grantee acknowledges the support of other funders by the display of funders' logos, it shall include the display of the City's logo as well, in compliance with City guidelines.

(b) City shall not make any payment of the Grant Award unless Grantee has:

- (1) paid all of its outstanding debts due to City or City's subcontractors, or both, in consideration of Grantee's use of City's property and/or facilities and services;
- (2) fulfilled all provisions of the Arts Grant Agreement of the fiscal year 2005-2006 (if applicable);
- (3) completed submission of all required attachments to Grantee's Arts Grant application for fiscal year 2006-2007; and
- (4) submitted a revised budget for the Grant Plan if the Grant Award set forth in this Agreement differs from the grant award requested in Grantee's Application, by more than 25%

(c) Grantee agrees that it shall not use City's Grant Award to purchase equipment that is not required specifically to perform the matters set forth in Grantee's Grant Plan, and that expenditure of City's Grant Award on such non-required equipment purchases shall constitute a breach of this Agreement. Equipment to be purchased with the Grant Award shall be identified in Grantee's budget. Grantee shall reimburse City for any expenditures of City's Grant Award on such non-required equipment purchases upon City's demand.

**Section 5 - Relationship of Parties:**

Under no circumstances shall this Agreement be construed as one of agency, partnership, joint venture or employment between Grantee and City. Each party acknowledges and agrees that it neither has, nor will give the appearance or impression of having, any legal authority to bind or commit the other party in any way.

**Section 6 - Reports:**

(a) If Grantee has not completed all of the activities and other items set forth in the Grant Plan by January 31, 2007, Grantee agrees to complete and submit to the OCA a **Progress Report**, utilizing forms and instructions provided by the OCA, which will be due no later than February 1, 2007, including, without being limited to, the following:

- (1) An accounting of actual expenses and income as they relate to the Grant Plan, including without limitation any equipment purchases;
- (2) Grant Plan activities implemented, if any, and actual public participation or attendance, including its demographic character; and
- (3) Copies of press releases and/or other promotional materials, as they relate to the Grant Plan.

(b) Grantee shall complete and submit to the OCA a **Final Report** utilizing forms and instructions provided by the OCA. Grantee shall furnish the OCA one (1) copy of the Final Report, no later than July 31, 2007 or 30 days after completion of the activities in the Grant Plan, whichever is sooner, setting forth, without being limited to, the following:

- (1) An accounting of actual expenses and income as they relate to the Grant Plan;
- (2) Grant Plan activities implemented and actual public participation or attendance, including its demographic character; and
- (3) Copies of press releases and other promotional materials subsequent to Grantee's Progress Report, as they relate to the Grant Plan.

**Section 7 - Record of Expenditure:**

(a) Grantee further agrees to account separately for and to keep a separate record of expenditures of City's Grant Award, and to make available for examination and copying by City's designated representatives, all ledgers, invoices, vouchers, cancelled checks and other documents representing Grantee's financial transactions during the term hereof and for a period of three (3) years after the date of expiration or sooner termination of this Agreement, whichever occurs later. Grantee agrees to refund to City within sixty (60) days following date of expiration or sooner termination of this Agreement any portion of City's Grant Award that was not expended in accordance with the terms of this Agreement.

(b) Grantee agrees that the City's Auditor, the City's Attorney or the City's Manager or any of their duly authorized representatives, upon reasonable advance notice to Grantee, shall have access and the right, to audit, examine and make excerpts or transcripts of or from records, and to make audits of all contracts, subcontracts, invoices, payrolls, conditions of employment, materials and all other data or financial records relating to matters covered by this Agreement. Grantee agrees that City's authorized representatives, at any time, upon reasonable advance notice to Grantee, during normal business hours, shall have access to and right to examine the offices and facilities engaged in performance of this Agreement.

(c) Grantee further agrees that such right of City to examine or audit shall continue for three (3) years after the date of expiration or sooner termination of this Agreement, or for such longer period, if any, as is required by applicable law. Grantee shall preserve and make available its records (i) until the expiration of three (3) years from the date of expiration or sooner termination of this Agreement, or (ii) for such longer period, if any, as is required by applicable law.

(d) Grantee is responsible for repayment to City of any disallowed cost. Disallowed costs may be identified through audits, monitoring or other sources of information that become available to City.

**Section 8 - Indemnification:** Grantee agrees to protect, defend, indemnify and hold harmless City, its officers, employees and agents from any and all liability, loss, damage, suits, actions, or claims arising or resulting from any property damage or injury to or death of any person which is caused by the willful or negligent act (active or passive) or omission of Grantee, its officers, employees, agents, or subcontractors or which arises or results from any dangerous or defective condition on the premises used by Grantee, its officers, employees, agents or subcontractors in connection with the performance of this Agreement.

**Section 9 - Waiver of Claims:** Grantee agrees to waive all claims or causes of action against City, its officers, employees or agents which Grantee now or hereafter may have for any injury, damage, loss or liability resulting from any cause arising at any time while Grantee uses City's Facilities, except as City may be the sole cause of such injury, damage, loss or liability.

**Section 10 - Assurance:** Grantee represents and warrants that the information contained in the Application is true and accurate to the best of its knowledge, and that its signatory(ies) who execute(s) this Agreement is (are) duly authorized by Grantee, and that Grantee has the authority to enter into this Agreement.

**Section 11 - Suspension or Termination of Grant Award:** City, through City's Director, may at any time during the term of this Agreement, suspend or terminate payment to Grantee, in whole or in part, in the event of any of the following occurrences:

(a) If Grantee has made or makes any material misrepresentation of any nature with respect to any information or statements furnished to City in connection with this Agreement.

(b) If there is pending litigation with respect to the performance by Grantee of any of its obligations under this Agreement which may materially jeopardize or adversely affect the undertaking of, or carrying out of, the Grant Plan.

(c) If Grantee fails to comply with any of the material terms of this Agreement.

(d) If Grantee applies for, or consents to, or acquiesces in the appointment of a receiver, trustee, liquidator or custodian for all or part of its property; or if Grantee files a voluntary petition in bankruptcy or petition or an answer seeking liquidation or reorganization under the Bankruptcy Code or any other law related to bankruptcy or insolvency or relief of debtors.

(e) If the TOT received by the City and allocated by City Council to the OCA for fiscal year 2006-07 is not sufficient to cover collectively all grant awards made by OCA.

**Section 12 - Default/Refund:**

(a) Each of Grantee's obligations under this Agreement shall be deemed material. If Grantee fails to perform any of its obligations under this Agreement, City may terminate this Agreement upon seven (7) days' advance written notice ("Notice Period") to Grantee, specifying Grantee's breach and providing Grantee with either the opportunity to cure the specified breach or the opportunity to commence to cure the specified breach within the Notice Period in those instances where the specified breach cannot reasonably be cured within the Notice Period. In the event Grantee fails to cure or to commence to cure the specified breach within the Notice Period, City may terminate this Agreement.

(b) No later than sixty (60) days after termination of this Agreement under this Section or Section 1 above, Grantee shall refund to City any amounts remaining unexpended from the Grant Award and any portion of the Grant Award that was not expended in accordance with the Agreement.

(c) Nothing in this Agreement shall be construed so as to deprive City of its rights and remedies at law or in equity against Grantee

**Section 13 - Compliance With All Laws/Nondiscrimination:**

(a) Grantee shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local governments.

(b) Grantee shall not discriminate, in any way, against any person on the basis of race, sex, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity, or national origin, in connection with or related to the performance of this Agreement.

**Section 14 - Notices:** Any notice permitted or required under this Agreement shall be in writing and shall be either personally delivered or mailed in the United States mail, postage prepaid, to the respective parties addressed as follows:

City: City of San Jose, OCA  
Arts Program Director  
365 S. Market Street  
San Jose, CA 95113

Grantee: Filipino Youth Coalition  
Sarah Gonzalez  
Executive Director  
3661 Tronson Ct  
San Jose, CA 95132



In the event of a change of address or contact for either party, that party must send notice of the new address to the other party pursuant to this section.

**Section 15 - Miscellaneous:** The parties agree that

(a) This Agreement shall be governed and construed in accordance with the laws of the State of California.

(b) Any and all exhibits, attachments, addenda and appendices that are referred to in this Agreement are incorporated herein by reference and are deemed a part of this Agreement. This Agreement represents the entire understanding of the parties as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder.

(c) This Agreement may only be amended by written agreement executed by the parties.

(d) If a court of competent jurisdiction adjudges any provision of this Agreement as void or unenforceable, the remaining provisions shall not be affected hereby and shall remain in full force and effect.

(e) The waiver by City of a breach of any provision of this Agreement shall not be deemed a continuing waiver or a waiver of any subsequent breach of that or any other provision of this Agreement.

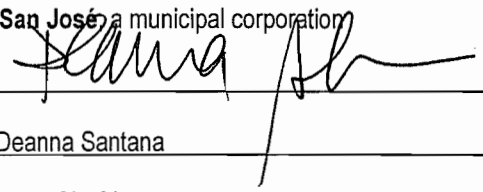
(f) The headings of the sections and subsections of this Agreement are inserted for convenience only. They do not constitute a part of this Agreement and shall not be used in its construction.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first set forth above.

APPROVED AS TO FORM

By:   
Senior Deputy City Attorney

City of San José, a municipal corporation

By: 

Name: Deanna Santana

Title: Deputy City Manager

Filipino Youth Coalition, a California non-profit Corporation

By: 

Name: Sarah Gonzalez

Title: Executive Director, FYC

Filipino Youth Coalition

\$11,400

Exhibit A

SCOPE OF GRANT PLAN

Grantee Program shall include: Support the production of two performances of Sariling Atin, A Spotlight on Irreplaceable Treasures in Philippine Dance and Music, a two-hour presentation of Philippine folk dance and music at the Montgomery Theater.

RESOLUTION NO. 73309

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN JOSE AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE FESTIVAL, PARADE AND CELEBRATION GRANT AGREEMENTS AND ARTS GRANT AGREEMENTS FOR FISCAL YEAR 2006-2007**

**WHEREAS**, the Arts Commission recommends the Arts Budget funding allocations for allocation of Transient Occupancy Tax (TOT) Funds dedicated to cultural programs and General Fund resources projected to be available for the next fiscal year; and

**WHEREAS**, on May 10, 2006 the Arts Commission reviewed and recommended approval of the items comprising the Fiscal Year 2006-2007 Arts Budget, the Arts Grants and Festival, Parade and Celebration Grants that resulted from peer/community panel review, the proposed allocations for general support of the public art program, and allocations for a variety of arts education and development programs and activities; and

**WHEREAS**, the recommended Fiscal Year 2006-2007 Arts Budget reflects an overall ten percent increase in funding from Fiscal Year 2005-2006 for a second year of increased funding for the arts, due to a projected increase in the Fiscal Year 2006-2007 TOT revenues, tempered by a decrease in available General Fund support, including suspension of the Arts Venture Fund for Fiscal Year 2006-2007; and

**WHEREAS**, the City desires to negotiate and execute Festival, Parade and Celebration Grant Agreements and Arts Grant Agreements for Fiscal Year 2006-2007;

**NOW, THEREFORE**, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SAN JOSE THAT:

## ATTACHMENT A

### FESTIVAL, PARADE & CELEBRATION GRANT PROGRAM

Grantee Event	2006-07 Amt Requested	Panel Recommended 2006-07 Grant	Final Recommended 2006-07 Grant	Notes
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#### *Category A*

Christmas in the Park	\$35,000	\$35,000	\$35,000	*
San Jose Jazz Festival	100,000	35,674	37,918	
Festival for Independence	50,000	34,000	36,138	
Tapestry Arts Festival	40,000	30,000	31,887	
Downtown Ice	35,000	30,000	31,887	

#### *Category B*

Cinequest San Jose Film Festival	50,000	25,000	26,572	
Italian American Heritage Festival	6,500	6,500	6,500	*
Music in the Park	25,000	19,157	20,362	
San Jose International Mariachi Festival	50,000	19,000	20,195	
Veterans Day Parade	20,000	4,000	4,252	
Dancin' on the Avenue	10,000	4,000	4,252	
Festival on the Alameda	15,000	1,500	1,594	
Vietnamese Tet Festival	20,000	1,350	1,435	

#### *Category C*

Bark in the Park	15,000	12,000	12,755	
Pumpkins in the Park	12,000	9,500	10,097	
Music in the Other Park	15,000	8,869	9,427	
Juneteenth Festival	5,000	5,000	5,000	*
International Arts Festival	16,000	7,000	7,440	
Cinema San Pedro	10,000	6,500	6,909	
Dia de Portugal	6,000	6,000	6,000	*
SoFA Music After Dark	5,500	5,500	5,500	*
San Jose Gay Pride Parade and Festival	25,000	5,500	5,846	

## ATTACHMENT B

### ARTS GRANTS: PROJECT & PROGRAM GRANT PROGRAM

Organization	2006-07 Amt Requested	Recommended 2006-07 Grant
Center for Literary Arts, SJSU	\$18,000	\$18,000
Silicon Valley Children's Fund	17,000	17,000
Special Events Programming Cmte, Associated Students of SJSU	14,000	14,000
International Russian Music Piano Competition	18,000	18,000
KTEH Foundation	18,000	18,000
CATS (Contemporary Asian Theater Scene)	18,000	18,000
San Jose Chamber Music Society	18,000	18,000
Aztlan Academy	18,000	18,000
Mission Chamber Orchestra	17,500	17,500
Poetry Center San Jose	13,550	13,550
Winchester Orchestra of San Jose	14,000	12,600
South Bay Guitar Society	18,000	16,200
Symphony Silicon Valley	16,000	16,200
Dimension Performing Arts, Inc.	18,000	16,200
Young Audiences of Northern California	10,000	9,000
Lyric Theatre, The Gilbert & Sullivan Society of San Jose	18,000	16,200
Cambodian Cultural Dance Group	3,550	3,195
Shri Krupa Dance Company	18,000	16,200
Arab Film Festival	16,500	14,850
Rainbow Women's Chorus	4,500	4,050
San Jose Jewish Film Festival	18,000	16,200
Afsaneh Art and Culture Society	5,000	4,500
Vivace Youth Chorus of San Jose	18,000	16,200
San Jose Dance Theatre	18,000	16,200
Margaret Wingrove Dance Company of San Jose	18,000	16,200
Renegade Theatre Experiment	6,000	5,400
Evergreen Balvihar	6,150	5,535
Association for Viet Arts	9,200	7,360
sjDANCEco	5,500	4,400
The Flamenco Society of Northern California in San Jose	4,833	3,866
Hiyas Philippine Folk Dance Company	14,250	11,400
Habib Khan Saraswati Temple and Gurukul	11,000	8,800
Visual Rhythm Dance Company	16,800	13,440
	\$457,333	\$424,246

**SAN JOSE B.E.S.T. GRANT AGREEMENT BY AND BETWEEN**

**THE CITY OF SAN JOSE**

**AND**

**FILIPINO YOUTH COALITION/COMMUNITY SERVICES AND DEVELOPMENT OF**

**SANTA CLARA COUNTY, INC.**

**(Cycle XV)**

THIS AGREEMENT, made and entered into this 13<sup>th</sup> day of October, 2005, by and between the CITY OF SAN JOSE, a municipal corporation of the State of California ("CITY"), and FILIPINO YOUTH COALITION/COMMUNITY SERVICES AND DEVELOPMENT OF SANTA CLARA COUNTY ("GRANTEE"), a California nonprofit public benefit corporation.

**RECITALS**

A. The Director of Parks, Recreation and Neighborhood Services (hereinafter "DIRECTOR"), or his/her designee, shall be the City official responsible for the San José B.E.S.T. Program and shall render overall supervision of the progress and performance of this Agreement by City. All services agreed to be performed by City shall be under the overall direction of the DIRECTOR.

B. GRANTEE has been approved by CITY's Council as a qualified service provider, and is eligible to receive San José B.E.S.T funding.

C. The award of San José B.E.S.T. grant funds is subject to the terms and conditions of this Agreement.

In view of the above, the parties agree as follows:

**SECTION 1. TERM OF AGREEMENT.**

The term of this Agreement shall commence on September 1, 2005, and shall expire on September 30, 2006, unless sooner terminated in accordance with the terms of this Agreement. All services must be completed by August 31, 2006. Regardless of

the date of execution of the Agreement, this Agreement is effective as of September 1, 2005.

**SECTION 2. PAYMENT OF GRANT AWARD.**

CITY agrees to pay GRANTEE a grant award not to exceed \$90,000 ("Grant Award") subject to the terms and conditions of this Agreement. The schedule of payment of the Grant Award is set forth in the attached EXHIBIT A, entitled "PAYMENTS TO GRANTEE AND REPORTING SCHEDULE."

**SECTION 3. USE OF GRANT AWARD.**

A. GRANTEE shall comply with the general requirements set forth in the attached EXHIBIT B, entitled "GENERAL SERVICE REQUIREMENTS." GRANTEE shall undertake and complete the Scope of Services described in the attached EXHIBIT C, entitled "SCOPE OF SERVICES" (the "Scope of Services"). GRANTEE additionally shall participate in the CITY's Evaluation System and complete the Units of Service ("UOS") Workbook as directed by the CITY, and payment shall be conditioned on the CITY's acceptance of the UOS workbook as described in EXHIBIT A.

B. GRANTEE shall spend the Grant Award in accordance with the budget and provisions set forth in the attached EXHIBIT D, entitled "BUDGET" (the "Budget").

C. GRANTEE shall not adjust any line item expenditures in the Budget by more than 10% without the prior approval of the San José B.E.S.T. Manager ("CITY REPRESENTATIVE"). GRANTEE shall make such requests for line item adjustments in writing to CITY REPRESENTATIVE. Failure to do so, may, at CITY's option, result in disallowed costs.

D. GRANTEE shall not expend any portion of the Grant Award for religious purposes and the Scope of Services funded by the Grant Award must not in any way convey a religious message. Any portion of the Grant Award used for a religious purpose or to convey a religious theme will be deemed a disallowed cost pursuant to Section 6 of this Agreement.

**SECTION 4. MONITORING AND EVALUATION.**

A. GRANTEE shall furnish all data, statements, records, information, and reports necessary for CITY to monitor, review and evaluate the performance of the Scope of Services and their components. GRANTEE shall cooperate with CITY in the conduct of any evaluation of GRANTEE's Services. GRANTEE recognizes and agrees that an evaluation of the Scope of Services may be completed after the expiration of the term of this Agreement. CITY shall have the right to request the services of an outside agent to assist in any such evaluation. Such evaluation services shall be paid for by CITY.

B. GRANTEE shall submit quarterly reports regarding GRANTEE's performance of the Scope of Services and UOS in accordance with the schedule set forth in EXHIBIT A. The quarterly reports must be on a form approved by CITY REPRESENTATIVE.

C. GRANTEE shall participate in a client result evaluation (the "Evaluation") for the Scope of Services. The Evaluation will be conducted in accordance with an Evaluation plan approved by CITY REPRESENTATIVE. GRANTEE shall cooperate with CITY in the development of the Evaluation plan and in its implementation. The parties acknowledge that the Evaluation plan will include the following:

1. Performance measures to indicate the effect of the Scope of Services on the clients participating in the Scope of Services.
2. The data source and methods to be used for measuring results.
3. Policies, procedures and methods for collecting measurement data on a regular basis.
4. Schedule for performing and completing the Evaluation.

D. In the event funding for another B.E.S.T. cycle is appropriated in future fiscal years, GRANTEE acknowledges and agrees that GRANTEE's future funding, if any, may be determined based on results of the evaluation processes described in this Section, including without limitation, Subsection C above. CITY shall use data in the evaluation of GRANTEE's current performance and for the development of future performance targets, consistent with the evaluation system.



**SECTION 5. PROGRAM COORDINATION.**

A. CITY REPRESENTATIVE shall be the CITY official responsible for the administration of the San José B.E.S.T. Program and shall render oversight, on behalf of CITY, of GRANTEE's progress and performance of this Agreement.

B. GRANTEE shall assign a single project director who shall have overall responsibility for the progress and execution of this Agreement. Should circumstances or conditions subsequent to the execution of this Agreement require a substitute project director, GRANTEE shall notify CITY REPRESENTATIVE immediately of such occurrence. GRANTEE's staff shall cooperate fully with CITY REPRESENTATIVE with respect to all matters related to this Agreement.

C. GRANTEE's staff shall attend Mayor's Gang Prevention Task Force (MGPTF) meetings and other meetings as required or requested by CITY REPRESENTATIVE, including meetings as described elsewhere in this Agreement.

D. Any notice or communication which is required to be given under this Agreement or which either party may desire to give to the other, shall be in writing, and may be either personally delivered or given by mailing the same by U.S. mail, postage prepaid addressed to GRANTEE as set forth below GRANTEE's signature block and to CITY as follows:

To CITY: Grants Program/Administrative Services  
Parks, Recreation and Neighborhood Services  
City of San José  
200 East Santa Clara Street  
San José, CA 95113-1905

Each party may designate an address different from that set forth in this Agreement in accordance with the provisions of this Section. Notice shall be deemed given upon receipt.

**SECTION 6. FISCAL AND RECORD KEEPING OBLIGATIONS OF GRANTEE.**

GRANTEE agrees to the following:

A. General Fiscal Responsibilities of GRANTEE. GRANTEE shall:

1. If applicable, appoint and submit to CITY, the name of a fiscal agent, acceptable to CITY, who shall be responsible for the financial and accounting activities of GRANTEE, including the receipt and disbursement of the Grant Award.

2. Establish and maintain a system of accounts for the Grant Award that shall be in conformance with generally accepted principles of accounting. Such system of accounts shall be subject to review and approval of CITY.

3. Document all costs by maintaining complete and accurate records of all financial transactions, including but not limited to contracts, invoices, time cards, cash receipts, vouchers, canceled checks, bank statements and/or other official documentation evidencing in proper detail the nature and propriety of all charges.

4. Submit to CITY at such times and in such forms as CITY may require, such statements, records, reports, data, and information pertaining to matters covered by this Agreement.

B. Records of GRANTEE.

1. GRANTEE shall maintain records of all matters related to this Agreement including, but not limited to, books, financial records, supporting documents, statistical records, personnel records, property records, and all other pertinent records sufficient to reflect properly:

a. All direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred in performance of this Agreement.

b. All other matters covered by this Agreement.

2. GRANTEE shall preserve and make available its records:

a. for the period of three (3) years from the date of expiration or sooner termination of Agreement; or

b. for such longer period, if any, as may be required by applicable law.

C. Examination of Records; Facilities. At any time during normal business hours, and as often as may be deemed necessary, GRANTEE agrees that CITY, and/or any of its authorized representatives shall have access to and the right to examine its plants, offices and facilities engaged in performance of this Agreement and all its records with respect to all matters covered by this Agreement. GRANTEE also agrees that CITY, or any of its representatives shall have the right to audit, examine, and make excerpts or transcripts of and from such records, and to make audits of all contracts and subcontracts, invoices, payrolls, records of personnel, conditions of employment, materials, and all other data relating to matters covered by this Agreement:

1. for a period of three (3) years from the date of expiration or sooner termination of Agreement; or
2. for such longer period, if any, as may be required by applicable law.

D. Audits. The provisions set forth below shall apply to audits of the Scope of Services.

1. GRANTEE shall enter into an agreement with an outside auditor no later than sixty (60) days before the end of this Agreement calling for a financial audit of GRANTEE for the term of this Agreement. The written agreement may be in the form of an engagement letter prepared by the auditor and approved by GRANTEE. An amount equal to the GRANTEE's estimated cost of an independent audit may be set aside in the Budget.

2. Should GRANTEE not enter into the agreement with an outside auditor or should an audit not be done on a timely basis, CITY, at its discretion, may enter into an agreement with an independent auditor to do the audit and utilize GRANTEE's set-aside funds for the audit.

3. The audit report must be completed and sent to CITY REPRESENTATIVE within one hundred and fifty (150) days of the expiration or

sooner termination of this Agreement. The audit shall conform with generally accepted auditing principles.

4. GRANTEE shall submit to CITY copies of management letters the auditor prepares for the GRANTEE as a part of the audit engagement.

5. All audits must be done by Certified Public Accountants currently certified to practice in the State of California. GRANTEE must have proof of current licensing included at the time the audit is submitted to CITY. A certification to practice in California must accompany the audit when submitted to CITY.

6. CITY may perform an independent audit. Such audits may cover programmatic as well as fiscal matters. GRANTEE will be afforded an opportunity to respond to any audit findings, and have the responses included in the final audit report. Costs of such independent audits shall be borne by CITY.

E. Disallowed Costs. GRANTEE is liable for repayment of disallowed costs as determined by CITY. Disallowed costs may be identified through audits, monitoring or other sources.

#### **SECTION 7. COMPLIANCE WITH ALL LAWS/NONDISCRIMINATION.**

A. GRANTEE shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local governments. Without limiting the generality of the foregoing, GRANTEE shall comply with the provisions of the Child Abuse and Neglect Reporting Act, California Penal Code Section 11164 et. seq.

B. GRANTEE shall not discriminate, in any way, against any person on the basis of race, sex, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity or national origin in connection with or related to the performance of this Agreement.

#### **SECTION 8. ASSIGNABILITY.**

This Agreement shall not be delegated or assigned by GRANTEE nor shall any of the Scope of Services be subcontracted to third parties except to the extent specified

in EXHIBIT C. Any attempted assignment of such rights or delegation of duties, either voluntary, involuntary or by operation of law, made without CITY's advance written consent shall be voidable at CITY's option.

**SECTION 9.           RELATIONSHIP OF PARTIES.**

It is understood and agreed by and between the parties that GRANTEE in the performance of this Agreement, shall not act nor is it at any time authorized to act, as the agent or representative of CITY in any matter. GRANTEE further agrees that it will not in any manner hold itself out as the agent or representative of CITY or act in such a fashion as would give the impression to a reasonable person that GRANTEE is acting in such a capacity.

**SECTION 10.        AMENDMENTS.**

Unless otherwise authorized by this Agreement, amendments to the terms and conditions of this Agreement shall be requested in writing by the party desiring such revision, and any such adjustment to this Agreement shall be effective only upon the mutual agreement in writing of the parties.

**SECTION 11.        INSURANCE REQUIREMENTS.**

GRANTEE shall, prior to implementation of the Scope of Services, comply with the insurance requirements set forth in the attached EXHIBIT E, entitled "INSURANCE." CITY's Risk Manager may, at his or her discretion, waive any and all insurance requirements. Payment of any portion of the Grant Award is subject to GRANTEE's compliance with this Section.

**SECTION 12.        INDEMNIFICATION AND HOLD HARMLESS.**

GRANTEE agrees to protect, defend, indemnify and hold harmless CITY, its officers, employees and agents from any and all liability, loss, damage, suits, actions, or claims arising or resulting from the acts or omissions of GRANTEE, its officers, agents, volunteers, or employees, in the performance of this Agreement. This Section shall survive expiration or sooner termination of this Agreement.

**SECTION 13. WAIVER.**

In no event shall any payment by CITY or any acceptance of payment by GRANTEE constitute or be construed to be a waiver by CITY or GRANTEE of any breach of this Agreement or any default which may then exist on the part of CITY or GRANTEE, and the making of any such payment or the acceptance of any such payment while any such breach or default exists shall in no way impair or prejudice any right or remedy available to CITY or GRANTEE with respect to such breach or default.

**SECTION 14. SUSPENSION OR TERMINATION OF PAYMENT OR EXPENDITURES.**

CITY REPRESENTATIVE may, without prior notice to GRANTEE, at any time in his or her absolute discretion, elect to suspend or terminate payment to GRANTEE, in whole or in part, terminate work or expenditures by GRANTEE, under this Agreement, or not to make any particular payment under this Agreement or take any other action available in the event of any of the following occurrences:

- A. If GRANTEE (with or without knowledge) shall have made any material misrepresentation of any nature with respect to any information or statements furnished to CITY in connection with this Agreement, including without limitation, GRANTEE's response to CITY's Request for Qualifications;
- B. If there is pending litigation with respect to the performance by GRANTEE of any of its duties or obligations under this Agreement which may materially jeopardize or adversely affect the undertaking of or the carrying out of the Scope of Services;
- C. If GRANTEE, without having obtained CITY approval, has taken any action pertaining to the Scope of Services, which requires CITY approval;
- D. If GRANTEE makes improper use of the Grant Award;
- E. If GRANTEE fails to comply with any of the terms and conditions of this Agreement including without limitation, GRANTEE's failure to carry out the Scope of Services as described in EXHIBITS B and C;
- F. If GRANTEE submits to CITY any report which is incorrect or incomplete in any respect, or is untimely.

**SECTION 15.        TERMINATION OF AGREEMENT.**

A.     Each of GRANTEE's obligations under this Agreement shall be deemed material. If GRANTEE fails to perform any of its obligations under this Agreement, in addition to all other remedies provided by law, and as may be specified under this Agreement, CITY may terminate this Agreement upon written notice. Upon such termination, GRANTEE immediately shall repay CITY any portion of the Grant Award remaining unspent as of the date of the termination notice. GRANTEE shall also immediately deliver to CITY any and all copies of studies, reports, and data, whether or not completed, which have been prepared by GRANTEE or GRANTEE's subcontractors, if any, in connection with this Agreement. Nothing in this Agreement shall be deemed to be a waiver of CITY's right to recover from GRANTEE any portion of the Grant Award that has not been spent in accordance with this Agreement.

B.     The Director of Parks, Recreation and Neighborhood Services ("Director") shall be authorized to terminate this Agreement on CITY's behalf.

**SECTION 16.        INTEGRATED DOCUMENT.**

This Agreement including its attachments embodies the entire agreement between CITY and GRANTEE and its terms and conditions. No oral agreements or conversations with any officer, agent or employee of CITY shall affect or modify any of the terms or obligations contained in any documents comprising this Agreement. Any such oral agreement shall be considered as unofficial information and in no way binding upon CITY.

**SECTION 17.        SEVERABILITY OF PROVISIONS.**

If any part of this Agreement is for any reason found to be unenforceable by a court of competent jurisdiction, all other parts nevertheless remain enforceable. CITY and GRANTEE agree that to the extent that the exclusion of any unenforceable provisions from this Agreement affect the purpose of this Agreement, then the parties shall negotiate an adjustment to this Agreement in order to give full effect to the purpose of this Agreement or either party may terminate this Agreement. In the event of

termination, the provisions of Section 15 as related to repayment of the Grant Award shall apply.

**SECTION 18. CORPORATE AUTHORITY/AUTHORIZED REPRESENTATIVES.**

GRANTEE represents and warrants that it has the authority to enter into this Agreement. GRANTEE further represents and warrants that its signatory to this Agreement is authorized to execute this Agreement on GRANTEE's behalf.

**SECTION 19. MISCELLANEOUS PROVISIONS.**

A. This Agreement shall be construed, and its performance enforced, under California law.

B. The headings of the sections and subsections of this Agreement are inserted for convenience only. They do not constitute a part of this Agreement and shall not be used in its construction.

C. The following exhibits and appendices are attached to this Agreement and are deemed a part of this Agreement:

EXHIBIT A	PAYMENTS TO GRANTEE AND REPORTING SCHEDULE
EXHIBIT B	GENERAL SERVICE REQUIREMENTS
EXHIBIT C	SCOPE OF SERVICES
EXHIBIT D	BUDGET
EXHIBIT E	INSURANCE

APPENDIX A	MAYOR'S GANG PREVENTION TASK FORCE, TARGET POPULATION AND ELIGIBLE SERVICES
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IN WITNESS WHEREOF, the parties have executed this Agreement as of the  
day and year first herein above set forth.

APPROVED AS TO FORM:

By: \_\_\_\_\_

Barbara K. Jordan  
Senior Deputy City Attorney

CITY OF SAN JOSE, a municipal  
corporation

By: \_\_\_\_\_

Director,  
Parks, Recreation and Neighborhood  
Services.

FILIPINO YOUTH  
COALITION/COMMUNITY SERVICES  
AND DEVELOPMENT OF SANTA CLARA  
COUNTY, INC., a California nonprofit  
public benefit corporation

By: \_\_\_\_\_

Name: Amando Cablas, Ph.D.

Title: Chair, Board of Directors,  
FYC

Address:  
1661 Tronson Court  
San José, CA 95132

**EXHIBIT A**  
**PAYMENTS TO GRANTEE AND REPORTING SCHEDULE**

Payment of the Grant Award shall be made in four equal installments, subject to GRANTEE's satisfactory performance of this Agreement.

<b>Install- ment</b>	<b>Period Begin</b>	<b>Period End</b>	<b>Report Due</b>	<b>Payment</b>
1	9/1/05	11/30/05	12/9/05	First installment of \$22,500 will be processed 20 days after full execution of this Agreement. However, no payment will occur prior to September 1, 2005.
2	12/1/05	2/28/06	3/10/06	Second installment of \$22,500 will be processed 20 days after CITY's acceptance of GRANTEE's Units of Service Workbook Report for the period 9/1/05 through 11/30/05.
3	3/1/06	5/31/06	6/9/06	Third installment of \$22,500 will be processed 20 days after CITY's acceptance of GRANTEE's Units of Service Workbook Report for the period 12/1/05 through 2/28/06.
4	6/1/06	8/31/06	9/8/06	Fourth installment of \$22,500, less retainer of \$4,500, for a payment of \$18,000, will be processed 20 days after CITY's acceptance of GRANTEE's Units of Service Workbook Report for the period 3/1/06 through 5/31/06.

The retainer is equal to 20% of the fourth installment.

CITY will release the retainer of \$4,500 to GRANTEE upon completion of the following:  
(1) Acceptance of the final Units of Service Workbook Report which shall contain standard quarterly information for the period 6/1/06 through 8/31/06 and shall additionally contain cumulative statistics for the entire term of this Agreement. (2) GRANTEE's fulfillment of the requirements of Section 6D. (3) GRANTEE's successful completion of GRANTEE's Scope of Services, including without limitation, GRANTEE's obligation to provide a 20% cash match to the Grant Award. Any unspent or disallowed costs will be deducted from the retainer. If the unspent funds exceed the retainer amount, then GRANTEE must return funds to CITY.

## **EXHIBIT B GENERAL SERVICE REQUIREMENTS**

1. GRANTEE shall maintain on file with CITY REPRESENTATIVE, a current Memorandum of Understanding for the Mayor's Gang Prevention Task Force (MGPTF). GRANTEE will agree to attend MGPTF meetings that will ensure coordination and linkage of services, participate in MGPTF subcommittees which may be identified or directed by CITY staff and identify and recruit youth and parents to attend the MGPTF Gang Awareness trainings.
2. GRANTEE shall participate in at least two program review meetings and/or agency site visits with CITY REPRESENTATIVE for the purpose of reviewing GRANTEE's implementation of the Scope of Services.
3. GRANTEE shall participate in a case study conducted by the National League of Cities, who will review and analyze GRANTEES' collaboration efforts in supporting the needs of youth. Participation in the case study may include interviews and site visits, as requested by CITY.
4. GRANTEE shall participate in neighborhood and/or school collaborative services and link with other CITY and B.E.S.T. funded services (e.g., Safe School Campus Initiative, Strong Neighborhood Initiative, Weed & Seed Associations).
5. GRANTEE shall assist CITY with any needs assessment meetings when held by CITY in order to ascertain the community's needs regarding B.E.S.T. funded services. GRANTEE's assistance will include, but not be limited to, assistance with the collection of needs assessment surveys, perform outreach to persons served by GRANTEE's Scope of Services in order to increase attendance, and to promote meaningful discussion at the needs assessment meetings.
6. GRANTEE shall leverage a 20% match of the Grant Award in cash contributions from a source other than CITY.
7. GRANTEE shall maintain on file with CITY REPRESENTATIVE, a current Memorandum of Understanding (MOU), as described in the Request for Qualifications (RFQ) application packet, with partner agencies. GRANTEE is responsible for notifying CITY REPRESENTATIVE of any updates/changes to contacts or other information contained in the MOU.
8. GRANTEE shall provide immediate short-term emergency response services as needed and in accordance with its expertise and capacity. CITY-operated services will provide gang intervention emergency services, but GRANTEE recognizes and agrees that, from time to time, CITY may need to coordinate and/or make referrals to GRANTEE. In addition, if GRANTEE delivers services on any school campus, GRANTEE shall adhere to the district's emergency protocol and procedures.

9. Each of GRANTEE's employees and volunteers who directly supervise minors in the performance of the Scope of Services shall undergo a criminal background check as provided in California Penal Code Section 11105.3.
10. This condition applies in the event that GRANTEE conducts the Scope of Services on school campuses. Prior to commencing its services on one (1) or more school campuses, GRANTEE shall have first obtained oral permission from an authorized school district representative to do so. GRANTEE promptly shall inform CITY REPRESENTATIVE in writing that it has obtained the school district's oral permission. No later than thirty (30) days following commencement of its services, GRANTEE shall have in place a written, operational agreement with the school district which sets forth the district's permission to GRANTEE to offer the Scope of Services on one or more of the school district's campuses. The term of the operational agreement with the school district shall be for the duration of GRANTEE's services on the school district's campuses. GRANTEE shall provide CITY REPRESENTATIVE with a copy of GRANTEE's operational agreement with each school district. GRANTEE shall notify CITY REPRESENTATIVE in the event that a school district terminates, amends or suspends the operational agreement with GRANTEE. GRANTEE's failure to have and to maintain an operational agreement with each school district in which GRANTEE conducts its Scope of Services shall, in addition to all other remedies available to CITY, constitute grounds for CITY to withhold payment of the Grant Award.

**EXHIBIT C  
SCOPE OF SERVICES**

**GRANTEE: FILIPINO YOUTH COALITION/COMMUNITY SERVICES AND  
DEVELOPMENT OF SANTA CLARA COUNTY, INC.**

GRANTEE will provide the services as described in this EXHIBIT.

In the event GRANTEE desires to modify the Scope of Services, GRANTEE shall apply to CITY REPRESENTATIVE in writing setting forth the requested modifications. CITY's Director shall have the authority to approve the following categories of modifications, by letter signed by the Director or the Director's designee, without the necessity of a formal written amendment to this Agreement.

1. Modifications to the times and dates of Scope of Services which do not affect the total units of services to be provided; or
2. Modifications to the location of Scope of Services so long as the proposed location is consistent with the San José B.E.S.T. Allocation Plan; or
3. The total number of units of service is reduced by an amount not to exceed 10% of the units of service specified in the UOS Workbook.

**Location of Services**

Unless other wise indicated, the Grant Services specified in this section will be offered at the following locations:

Independence High School 1776 Educational Parkway San Jose, CA 95133	James Lick High School 57 No. White Road San Jose, CA 95127
Joseph George Middle School 277 Mahoney Drive San Jose, CA 95127	Mount Pleasant High School 1750 So. White Road San Jose, CA 95127
Ocala Middle School 2800 Ocala Avenue San Jose, CA 95148	Sheppard Middle School 480 Rough 'N Ready Road San Jose, CA 95133
Silver Creek High School 3434 Silver Creek Road San Jose, CA 95121	Welch Park Facility Clarice Drive/Kenesta Way San Jose, CA 95112
Filipino Youth Coalition (FYC) Office 525 Los Coches Street Milpitas, CA 95035	

## **Description of Services**

### **CASE MANAGEMENT AND YOUTH SUPPORT GROUPS**

GRANTEE will provide Case Management Services to gang identified population, 12 to 18 years of age. GRANTEE will obtain referrals from the counseling department at each respective school site listed in the location of services. GRANTEE will provide services throughout the school year. School year will be held September through May. The summer cycle will be held at selected sites, to be determined, and will run June through August.

#### **Intake/Assessment/Orientation**

GRANTEE will complete intake assessment to determine if the youth meets the program enrollment criteria.

GRANTEE will obtain an executed Parent Release Form authorizing youth's participation in program if youth is under the age of 18.

GRANTEE will present an orientation session covering program rules and regulations, program hours and services available, and each referred youth will be required to attend.

#### **One-on-One Motivational Support Sessions at High and Middle Schools**

GRANTEE will meet with high school and middle school youth on an individual basis to discuss individual/family goals, educational plans, provide counseling regarding problem areas, and recognize progress made. GRANTEE will refer youth to other programs and services as needed.

#### **Support Groups**

GRANTEE will provide support groups for high school and middle school youth. GRANTEE will educate participants in risk factor behaviors, teach values and perspectives, and create a mutual peer support group that fosters positive and healthy behaviors. GRANTEE's staff facilitator will oversee the review and discussion of contemporary youth problem topics by the participants. Support group topics can include, but which are not limited to, the following:

- gang awareness;
- drug/alcohol abuse;
- conflict resolution;
- anger management;
- problem solving;
- goal setting; and
- leadership and life skills.

## **Youth Leadership Trainings and Events**

### Training

GRANTEE will provide leadership training, cultural awareness, education and motivational activities for youth. GRANTEE's program is designed to enhance youth's educational achievement, introduce youth to community service and volunteer projects, and expand the youth's peer support network. GRANTEE will organize two events that will help train youth:

- Young Heroes' Saturday Community School
- Tuesday Night Youth Leadership Meetings

### Events

GRANTEE will work together with their youth to plan, organize and participate in the following events:

- Know History, Know Self Conference;
- Battle of the Tribes, Community Youth Forum;
- Filipino Youth Coalition Honors Night; and
- Community service projects.

### Guest Speakers

GRANTEE will organize guest speakers that will make presentations on health, education, community service, history/culture and subjects and issues affecting the community.

### Summer Program

GRANTEE will provide a summer program for students in middle and high schools. GRANTEE will focus the program on developing and building positive choices and decision-making skills regarding, but which are not limited to, the following:

- relationships with friends and family;
- educational motivation;
- gang prevention;
- drug awareness; and
- cultural activities.

## **GANG MEDIATION / INTERVENTION / CRISIS RESPONSE**

GRANTEE will provide Gang Mediation and Intervention Services to a gang identified population, 14 to 18 years of age, referred by the MST/Counseling Department at respective school sites. GRANTEE will provide these services throughout the school year. Services will be conducted at target San José school sites running September through May. Summer cycle activities will be held at sites to be determined, and will run June through August.

**Participants Per Activity**

Participants receiving services under this Agreement shall not be counted as participants receiving services in any other CITY-funded program provided by GRANTEE.

<b>SPECIFIC ACTIVITY</b> (Any activity having duplicated participants will be denoted with an asterisk*.)	<b>NUMBER OF PARTICIPANTS PER YEAR</b>
<b>CASE MANAGEMENT AND YOUTH SUPPORT GROUPS</b>	
Intake/Assessment/Orientation*	70
One-on-One Motivational Sessions*	125
Support Group Sessions (40 per school)*	280
Youth Leadership and Events	
Training*	280
Events	1000
Guest Speaker	6
Summer Program	50
<b>GANG MEDIATION / INTERVENTION / CRISIS RESPONSE</b>	
Intake and Assessment/Orientation*	70
One-on-One Motivational Sessions*	35
Follow-up*	35
Support Group Sessions	280
Truancy Intervention Services	70
<b>PARENT / FAMILY SUPPORT</b>	
Orientation	70
Individual Family Counseling	70
One on One Parent/Guardian/Family*	70
Follow-up*	70
Cross-cultural Parenting Sessions *	70
Parent Support Groups*	50
Parent/Teen activities *	120
<b>TOTAL UNDUPLICATED PARTICIPANTS PER YEAR</b> (Total includes only participants in activities without an *.)	<b>1546</b>



### Performance Measures

The following performance measures are required for the San Jose B.E.S.T. Program delivery of services. GRANTEE's services will contribute to the fulfillment of these outcomes; however, GRANTEE is not alone directly responsible for the achievement of these outcomes. GRANTEE is not responsible for evaluating these outcomes, with the exception of data collection, as required. GRANTEE is responsible for complying with any monitoring and reporting requests that are made by the San Jose B.E.S.T. evaluator during the San Jose B.E.S.T. program evaluation process. The San Jose B.E.S.T. evaluator will work with service providers to develop and distribute surveys that will track these performance measures.

Customer Satisfaction
San Jose B.E.S.T. Service Providers measure customer satisfaction with San Jose B.E.S.T. funded services by asking the youth participants, the youths' parents, and the parent participants four customer satisfaction questions. The four questions are summarized into one score between 0% and 100%.
<b>Result Measure 1:</b> 85% of Youth Participants served by San Jose B.E.S.T. funded services rate the program as good or great.
85% of Parent Participants served by San Jose B.E.S.T. funded services rate the program as good or great.
85% of Parents of Youth Participants served by San Jose B.E.S.T. funded services rate the program as good or great.

Service Productivity
San Jose B.E.S.T. Service Providers measure productivity of their services from the views of their youth, parent of youth, and staff assessments. Service Productivity refers to how many of the targeted changes (customer's behavior, attitudes, skills, and knowledge) happened because of the services funded by San Jose B.E.S.T. San Jose B.E.S.T. measures two types of service productivity. The first is Youth Developmental Asset target changes that are asked by all of the San Jose B.E.S.T. agencies serving children and youth. The second is Agency Selected Service Productivity target changes that are selected by each San Jose B.E.S.T. funded agency and are specific to their unique services. The targeted goal for all San Jose B.E.S.T. Service Providers is to achieve a Service Productivity Score of 60% or higher. Service Productivity Scores can range from -100% to +100%. Service Productivity is measured by the percent of targeted changes achieved minus the percent missed. No change is scored as zero.
<b>Result Measure 2:</b> Youth served by San Jose B.E.S.T. funded services will have a 60% Youth Developmental Asset Service Productivity Score.
<b>Result Measure 3:</b> Participants served by San Jose B.E.S.T. funded services will have a 60% Agency Selected Service Productivity Score.

**EXHIBIT D  
BUDGET**

**ELIGIBLE SERVICE: CASE MANAGEMENT AND YOUTH SUPPORT GROUPS**

**A. Personnel Costs**

<b>Description</b>	<b>BEST Funding</b>	<b>Agency Match*</b>	<b>Total</b>
Executive Director (.17 FTE)	\$7,200.00	\$2,000.00	\$9,200.00
Program Director (.18 FTE)	\$3,375.00	\$1,600.00	\$4,975.00
Project Specialists 5 (.28 FTE)	\$12,600.00	\$5,500.00	\$18,100.00
<b>Total Salaries</b>	<b>\$23,175.00</b>	<b>\$9,100.00</b>	<b>\$32,275.00</b>
<b>Fringe Benefits</b>	<b>\$4,170.00</b>	<b>\$1,790.00</b>	<b>\$5,960.00</b>
<b>TOTAL PERSONNEL COSTS</b>	<b>\$27,345.00</b>	<b>\$10,890</b>	<b>\$38,235.00</b>

**B. Operating Costs**

<b>Description</b>	<b>BEST Funding</b>	<b>Agency Match*</b>	<b>Total</b>
Occupancy	2,700.00		2,700.00
Utilities	360.00		360.00
Communication	1,350.00		1,350.00
Office Supplies	495.00		495.00
Equipment	675.00		675.00
Program Supplies	1,710.00		1,710.00
Travel			\$0.00
Insurance	1,620.00	405.00	2,025.00
Contract Services	675.00	270.00	945.00
Audit Fees	2,170.00	585.00	\$2,755.00
Overhead	900.00		900.00
<b>TOTAL OPERATING COSTS</b>	<b>\$12,655.00</b>	<b>\$1,260.00</b>	<b>\$13,915.00</b>
<b>TOTAL PERSONNEL COSTS</b>	<b>\$27,345.00</b>	<b>\$10,890.00</b>	<b>\$38,235.00</b>
<b>TOTAL COSTS</b>	<b>\$40,000.00</b>	<b>\$12,150.00</b>	<b>\$52,150.00.00</b>

**ELIGIBLE SERVICE: PARENT / FAMILY SUPPORT**

**A. Personnel Costs**

Description	BEST Funding	Agency Match*	Total
Executive Director (.06 FTE)	\$1,600.00	\$500.00	\$2,100.00
Project Director (.07 FTE)	\$750.00	\$400.00	\$1,150.00
Project Specialists 5 (.12 FTE)	\$2,800.00	\$1,150.00	\$3,950.00
<b>Total Salaries</b>	<b>\$5,150.00</b>	<b>\$2,050.00</b>	<b>\$7,200.00</b>
<b>Fringe Benefits</b>	<b>\$925.00</b>	<b>\$370.00</b>	<b>\$1,295.00</b>
<b>TOTAL PERSONNEL COSTS</b>	<b>\$6,075.00</b>	<b>\$2,420.00</b>	<b>\$8,495.00</b>

**B. Operating Costs**

Description	BEST Funding	Agency Match*	Total
Occupancy	\$600.00		\$600.00
Utilities	\$80.00		\$80.00
Communication	\$300.00		\$300.00
Office Supplies	\$720.00		\$720.00
Equipment	\$150.00		\$150.00
Program Supplies	\$880.00		\$880.00
Travel			\$0.00
Insurance	\$360.00	\$90.00	\$450.00
Contract Services	\$150.00	\$60.00	\$210.00
Audit Fees	\$485.00	\$130.00	\$615.00
Overhead	200.00		\$200.00
<b>TOTAL OPERATING COSTS</b>	<b>\$3,925.00</b>	<b>\$280.00</b>	<b>\$4,205.00</b>
<b>TOTAL PERSONNEL COSTS</b>	<b>\$6,075.00</b>	<b>\$2,420.00</b>	<b>\$8,495.00</b>
<b>TOTAL COSTS</b>	<b>\$10,000.00</b>	<b>\$2,700.00</b>	<b>\$12,700.00</b>

**BUDGET SUMMARY – All Eligible Services**

<b>TOTAL PERSONNEL COSTS</b>	<b>\$60,765.00</b>	<b>\$24,200.00</b>	<b>\$84,965</b>
<b>TOTAL OPERATING COSTS</b>	<b>\$29,235.00</b>	<b>\$2,800.00</b>	<b>\$32,035</b>
<b>TOTAL COSTS</b>	<b>\$90,000.00</b>	<b>\$27,000.00</b>	<b>\$117,000</b>

\* Agency Match: The agency minimum monetary match amount must equal at least 20% of the B.E.S.T. Grant Award. All agency funds used to deliver your B.E.S.T. services must be reported in the "Agency Match" column.

## EXHIBIT E

### 2005-2006 INSURANCE REQUIREMENTS

Grantee, at Grantee's sole cost and expense, and for the full term of this grant or any renewal thereof, shall obtain and maintain at least all of the following minimum insurance requirements prior to receiving any monies under the grant:

- A. A COMMERCIAL GENERAL LIABILITY: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, property damage, products and completed operations, including non-owned and hired automobile if not insured separately.
- B. A WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY: Workers' Compensation limits as required by the Labor Code of the State of California and Employers' Liability limits of \$1,000,000 per accident.
- C. AUTOMOBILE LIABILITY: \$500,000 combined single limit coverage described in Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 "any auto" or Code 2 "owned autos," and Endorsement CA 0025. Coverage shall also include Code 8 "hired autos" and Code 9 "nonowned autos"; and
  - 1. Coverages shall be applicable to any and all leased, owned, hired or non-owned vehicles used in pursuit of any of the activities associated with this AGREEMENT.NOTE: This Section C applies only if an owned or leased vehicle is used in conjunction with the operation of this project.

\*D. SOCIAL SERVICE AGENCIES AND CLINICS PROFESSIONAL LIABILITY:  
\$1,000,000 limit of liability (if applicable).

\*\*E. LAWYERS' PROFESSIONAL LIABILITY: \$1,000,000 limit of liability (if applicable).

\* Only if providing family or group therapy, interview or counseling, or services. Also required if providing limited medical or psychiatric services, family therapy, domestic counseling, child guidance, etc.

\*\* Only if providing legal services

### ENDORSEMENTS

The policies are to contain, or be endorsed to contain, the following provisions.

delivering direct services to this group while being mentored by staff from other agencies who have the capacity to serve the target population.

**Unique Service Delivery for High Risk Youth:**

Provides an innovative service delivery method to work with the target population.

Groups are encouraged to work together to provide services more efficiently and effectively by combining the special capacities of the varied B.E.S.T.

Service Providers.

Provides a new or not widely available service to San José.

**Target Service Population Profiles**

**Gang-Impacted Individuals:**

Knows some neighborhood gang members, but does not associate with them.

Admires or respects gang lifestyle characteristics.

Sees gang member as "living an adventure."

Has no personal contact with juvenile justice system.

Has periodic family crises and/or has a child welfare case.

Is low-income, and/or lives in overcrowded living conditions.

Has no or limited participation in structured social/recreational programs in neighborhood.

Lives in gang-organized "turf" area where the gang is highly visible.

Exhibits early signs of school-related academic, attendance and behavior problems.

Has experience in gang intimidation or has seen violent gang acts.

Feels unsafe alone in neighborhood.

Has family members who have lived or are living a juvenile delinquent, criminal and/or gang lifestyle.

Is beginning to experiment with drug/alcohol use.

**Delinquent Individuals:**

1. Has had several contacts with the juvenile justice system and law enforcement. May have spent time in juvenile hall, may have had a probation officer and/or may have participated in delinquency diversion program.
2. Does not see the future as providing for him/her, but more from a perspective of "you have to take what you can get."
3. Casually and occasionally associates with gang members.
4. Has a high rate of school absences, and experiences school failure and disciplinary problems.
5. Uses free time after school to "hang out", and does not participate in sports, hobbies or work.
6. Carries a knife or other weapon for safety and/or intimidation.

7. Is unemployed, does not want a job, and/or sees working at minimum wage as "slave wages."
8. Is suspicious and hostile toward others who are not in his/her close circle of friends.
9. Does not value other people's property.
10. Believes and follows his/her own code of conduct, not the rules of others.
11. Only follows friends' advice, and does not trust anyone other than friends.
12. Uses alcohol and illegal drugs.
13. Has had numerous fights, and sees violence as primary way to settle disagreements and maintain respect.

May claim a turf or group identity, but still values independence from gang membership.

May have been placed in an alternative home or living placement for a period.

#### **Gang Supporter:**

1. Personally knows and admires gang members. Has an exclusive group of friends with whom he/she hangs out.
2. Considers many gang-related activities acceptable.
3. Feels he/she has a lot in common with gang members.
4. Sees gang involvement as an acceptable alternative source for power, money and prestige.
5. Wears gang style clothing and/or gang colors/symbols.
6. Promotes the use of gang cultural expressions and terminology.
7. Identifies with a gang-related affiliation and/or turf, but has not officially joined a gang. Is ready to join a gang.
8. Regularly uses/abuses alcohol and drugs.
9. Does not seek out a job, and earns money through sale of illegal drugs and/or stolen property.
10. Has accepted the value of intimidation and violence as the best way to settle disagreements.
11. Carries a weapon.
12. Has personal goals/desires, which still take precedence over gang-affiliated membership obligations.
13. Probably has gang-related tattoos.
14. Has drawing of gang insignia or symbols on notebook/book covers, on bedroom walls, on bed, etc.

#### **Gang Member:**

1. Has joined a gang.
2. Associates almost exclusively with gang members to the exclusion of family and former friends.
3. Participates in gang crimes and other related activities.
4. Rejects the authority figures of family, of school, and within the community.
5. Sees intimidation and physical violence as the way to increase personal power, prestige and rank in gang. He/she is active in "gang banging."

6. Regularly uses/abuses alcohol and other drugs.
7. Engages in illegal drug sales and/or stealing as his/her primary source of income.
8. Owns a firearm or has immediate access to a firearm.
9. Is not yet considered a "core gang member" by himself/herself, or by other gang members.
10. Has spent time in juvenile hall, juvenile camp or California Youth Authority.
11. Recruits new gang members.
12. May have been identified or certified as a gang member by law enforcement agencies.
13. Has specific rival and allied gang business to deal with regularly.
14. Has gang-related tattoos.
15. Identifies specific individuals or groups as enemies.

**"Hard Core" Gang Member:**

1. Is totally committed to the gang and its lifestyle.
2. Totally rejects anyone or any value system, other than the gang's.
3. Believes that the gang, its members, and/or his/her family live for or will die for the gang.
4. Will commit any act with the approval of or a demand from the gang.
5. Does not accept any authority other than the gang's.
6. Has an established track record of defending and building the gang's reputation. Considers himself/herself a core gang member and so do others. Sees the future prosperity of the gang partially dependent on himself/herself.
7. Has fully submerged his/her personal goals and identity in the gang's collective identity and goals.
8. Has specific rival and allied gang business to deal with regularly.
9. Has likely been identified or certified as a gang member by law enforcement agencies.
10. Has been incarcerated by the juvenile justice system (Juvenile Hall, Youth Ranch, and/or California Youth Authority) for gang-related behavior.
11. Has adopted and/or earned gang status within gang system.

**Resolution of the Board for Non-Profit Corporations Sample**

**RESOLUTION NO. 5-003**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF FILIPINO YOUTH  
COALITION/COMMUNITY SERVICES AND DEVELOPMENT OF SANTA  
CLARA COUNTY AUTHORIZING THE ACCEPTANCE OF A 2005-2006  
SAN JOSÉ B.E.S.T. GRANT AGREEMENT WITH THE CITY OF SAN  
JOSÉ, IF AWARDED**

**WHEREAS, FILIPINO YOUTH COALITION/COMMUNITY SERVICES AND DEVELOPMENT OF  
SANTA CLARA COUNTY** is a corporation organized and existing under the laws of the State of California; and

**WHEREAS, the Board of Directors is the governing body of the FILIPINO YOUTH COALITION/COMMUNITY  
SERVICES AND DEVELOPMENT OF SANTA CLARA COUNTY** ("Corporation"); and

**WHEREAS, Corporation has submitted an application to the City of San José for a 2005-2006 San José B.E.S.T. grant;**  
and

**WHEREAS, Corporation has the legal ability to enter into and perform the 2005-2006 San José B.E.S.T. grant; and**

**WHEREAS, if the 2005-2006 San José B.E.S.T. grant is awarded, FILIPINO YOUTH COALITION /  
COMMUNITY SERVICES AND DEVELOPMENT OF SANTA CLARA COUNTY** desires to enter into a grant  
agreement with the City of San José for the 2005-2006 San José B.E.S.T. grant;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF FILIPINO YOUTH  
COALITION/COMMUNITY SERVICES AND DEVELOPMENT OF SANTA CLARA COUNTY THAT:**

1. DR. AMANDO CABLAS, Chairman of the Board, FYC is authorized to execute a 2005-2006 San José  
B.E.S.T. grant agreement with the City of San José for fiscal year 2005-2006. In addition, DR. AMANDO CABLAS,  
Chairman of the Board, FYC, is authorized to execute any amendments to the grant agreement.



RESOLUTION NO. 72796

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN JOSE AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE VARIOUS AGREEMENTS AND AMENDMENTS TO AGREEMENTS, TO DESIGNATE THE DIRECTOR OF RECREATION, PARKS AND COMMUNITY SERVICES TO NEGOTIATE AND EXECUTE AGREEMENTS AND AMENDMENTS RELATED TO CERTAIN GRANT PROGRAMS, AND TO ACCEPT GRANT FUNDS FOR PARKS, RECREATION AND NEIGHBORHOOD SERVICES PROGRAMS CONSISTENT WITH THE AMOUNTS BUDGETED FOR THESE PROGRAMS IN THE ADOPTED BUDGET FOR FISCAL YEAR 2005-2006**

**WHEREAS**, the City of San José ("City") contracts with community-based organizations, school districts, and other parties for various programs administered by the Department of Parks, Recreation and Neighborhood Services to support the livability of neighborhoods, offer opportunities for individuals to enjoy life, and strengthen communities of people within San José; and

**WHEREAS**, the City contracts with the County of Santa Clara to receive funds for programs that provide for senior nutrition and therapeutic recreation for mentally disabled adults; and

**WHEREAS**, the proposed agreements to implement these various programs and the corresponding compensation to be paid by City or to be received by City for Fiscal Year 2005-2006 are listed in Attachment 1 to this Resolution; and

**WHEREAS**, in the event that the final budget adopted by City Council on June 22, 2004 specifies amounts for these contracts that differ from those listed in Attachment 1, the final budget amounts for Fiscal Year 2005-2006 will control the actual amounts for these agreements; and

Year 2006-2007, and to accept grant funds from the County of Santa Clara for these programs in amounts consistent with budgeted amounts for Fiscal Year 2006-2007 and on terms determined to be reasonable by the City Manager.

5. The Director of Parks, Recreation and Neighborhood Services or designee is hereby authorized to negotiate and execute all agreements in 2005-2006 related to the following grant programs for that period, in amounts consistent with budgeted amounts in the adopted budget for 2005-2006, and further authorize the Director of Parks, Recreation and Neighborhood Services to negotiate and execute amendments to the following grant agreements during FY 2005-2006 subject to appropriation of funds by City Council: Bringing Everyone's Strengths Together (BEST), Community Action and Pride (CAP), Community Development Block Grant (CDBG), and the Healthy Neighborhoods Venture Fund (HNVF).
6. The City Manager is authorized to accept from the County funds exceeding the figures identified in the attachment for the specified programs and purposes identified in the attachment under the heading "Compensation Paid to City of San Jose," provided that the City Manager determines that the City is able to provide the services and comply with any additional requirements associated with the increased grant funds. The City Manager shall process any required budgetary adjustments for City Council approval resulting from a deviation in the amounts actually received from the County for such programs.
7. The City Manager is authorized to negotiate and execute amendments to all other agreements covered by this Resolution during Fy 2005-2006, subject to appropriation of funds by the City Council.

**ATTACHMENT 1**

<b>AGREEMENT</b>	<b>DESCRIPTION</b>	<b>NOT TO EXCEED AMOUNT (PROPOSED 2005-06 BUDGET)</b>
Catholic Charities of Santa Clara County Agreement	Operate programs at the Washington Youth Center. Catholic Charities was selected through a RFP process.	\$392,556
Grace Baptist Church Lease Agreement	Lease of space, including church and adjacent building for operation of the Grace Community Center for a term beginning 7/1/05 through 6/30/06.	\$107,151
Kids Love Soccer	Instructor Agreement to provide soccer instruction at various community centers.	\$250,000
Leslie Sokol dba Dance Kids, Inc.	Instructor Agreement (beginning 7/1/05 through 6/30/07) to provide dance and movement classes to youth at various community centers.	\$300,000
MACSA Youth Center	Agreement with MACSA for the operation of the MACSA Youth Center (General Funded Portion, \$270,191 for 2005-06 CDBG portion for 2005-06 \$127,395)	\$397,586
San Jose After-School Agreements	Provide funding to school districts and other agencies where youth may receive services which may include homework assistance, tutoring, other academic and cultural enrichment, recreation and nutrition.	\$6,000,000
Community Development Block Grant Agreements	Provide CDBG funds to qualifying community-based organizations and other agencies.	\$11,921,795

AGREEMENT	DESCRIPTION	NOT TO EXCEED AMOUNT (PROPOSED 2005-06 BUDGET)
California Department of Education	To submit grant application for a new 3-year cycle beginning 2005-06, through 2007-08 for the City's San Jose LEARNS program and to accept grant funds and negotiate and execute all agreements and amendments consistent with budgeted amounts if grant is awarded.	\$5,400,000
Corporation for National and Community Services Grant Application and Agreement	To submit grant application for a new 3-year cycle beginning 2006-07 through 2008-09 (which is due for submittal during the 2005-06 FY) and accept grant funds and negotiate and execute all agreements consistent with budgeted amounts if grant is awarded for provision of the Retired and Senior Volunteer Program.	\$275,760
Corporation for National and Community Services Grant Application and Agreement	Submit grant application for the 2006-07 FY (which is due for submittal during the 2005-06 FY) and accept grant funds and negotiate and execute all agreements consistent with budgeted amounts if grant is awarded for provision of the Senior Companion Program.	\$128,307

## **Asian American Recovery Services (AARS), Inc.**

### **JTS - Northside Community Center Marketing and Outreach Plan**

#### **Services to be Provided**

Outreach will be conducted in collaboration with local organizations, service providers, local schools, City of San Jose Department of Parks, Recreation & Neighborhood Services, and other City programs. These outreach and marketing efforts will include flyers and publications, addressing local community groups and associations, and canvassing. AARS will participate in and coordinate community-wide events with other stakeholders, including local providers, neighborhood associations and coalitions.

#### **Program Objectives**

AARS will conduct active and extensive community outreach activities sufficient to inform the target communities of the availability of JTS-NCC services. It is our intention to develop the JTS-NCC as the first option that the local community considers when in search of a venue, service, or opportunity for involvement with their neighbors.

#### **Target Audience**

AARS will conduct marketing and outreach efforts for the services provided at JTS-NCC that will target youth, adults and seniors, particularly local residents of the area, and will maintain priority for the existing service providers operating at JTS-NCC.

#### **Vehicles of Communication**

Outreach and marketing vehicles will include flyers and publications, presentations to local community groups and associations, and community canvassing. AARS will participate in and coordinate community-wide events with other stakeholders, including local providers, neighborhood associations and coalitions that will communicate program objectives to the community.

AARS will deploy staff to health fairs, to educational presentations at schools and faith-based institutions, and to community clinics. AARS staff will continue to be regular guests on Asian media outlets (television, radio, newspapers). AARS also will host local conferences, such as the annual Sister-to-Sister girls leadership conference in San Jose.

AARS will develop a 7 member JTS-NCC Community Advisory Board with key community representatives, and solicit consumer and community input and feedback from the local Community Services Advisory Committee regarding their needs and

AARS performance. The JTS-NCC Community Advisory Board will have one representative from PRNS, one representative from the Minority Services Consortium, one community representative, one representative from Bridge Housing, two representatives from local neighborhood associations, and one representative TBD from either the business community or from a local school. The JTS-NCC Community Advisory Board will meet quarterly.

Additionally, AARS will convene a Program Services Committee, comprised of representatives from all the agencies providing services at the JTS-NCC to ensure the responsiveness and accountability of the service array to the needs of the local community. The schedule of meetings will be determined at a later date.

## MEMORANDUM OF UNDERSTANDING BETWEEN AARS & FYC

This Agreement stands as evidence that the Asian American Recovery Services, Inc. (AARS) and the Filipino Youth Coalition (FYC) intend to work together toward the mutual goal of promoting the health and well being of the community served by the Northside Community Center. This MOU is based upon an existing relationship between the two agencies and our potential partnership as providers of services at the Northside Community Center. Each agency agrees to participate in the following services:

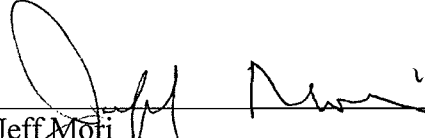
### **Asian American Recovery Services, Inc. (AARS) will:**

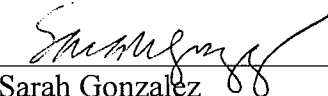
- Provide leadership, staffing and operational management of the Northside Community Center to assist FYC (and other collaborative members) with its provision of youth program services;
- Conduct marketing activities to raise awareness of the community services located at NCC to ensure local participation;
- Provide space for FYC agency operations as a committed tenant under a sub-lease agreement;
- Provide an adult substance abuse treatment program at NCC;
- Provide access (through referral) for program participants to other necessary supportive services; and
- Assist in leveraging funding from local, state, federal and/or private foundation sources in order to continue and expand support for comprehensive services to youth, adults and families.

### **Filipino Youth Coalition (FYC) will:**

- Provide Youth Service Programs, including Case Management and Youth Support Groups, Gang Mediation/Intervention/Crisis Response, and Parent/Family Support at the NCC;
- Provide coordination of other youth services offered at the JTS-NCC by other providers;
- Base FYC operations at the JTS-NCC and provide payment equivalent to \$1,000/month;
- Make referrals to AARS for clients who may require substance abuse treatment services;
- Provide AARS staff with referral and other pertinent information necessary for substance abuse treatment services for referred clients; and
- Assist in leveraging funding from local, state, federal and/or private foundation sources in order to continue and expand support for comprehensive services to youth, adults and families.

We, the undersigned, as authorized representatives of Filipino Youth Coalition (FYC) and Asian American Recovery Services, Inc. (AARS) do hereby approve this document. This Agreement will remain in effect from July 1, 2006 to June 30, 2009.

For   
Jeff Mori  
Executive Director  
AARS, Inc.

For   
Sarah Gonzalez  
Executive Director  
Filipino Youth Coalition

Date 6/10/06

Date 6/10/06

## LETTER OF INTENT TO COLLABORATE

This Agreement stands as evidence that the Asian American Recovery Services, Inc. (AARS) and Asian Americans for Community Involvement (AACI) intend to work together toward the mutual goal of promoting the health and well being of the community served by the JTS-Northside Community Center. This intent to collaborate is in reference to our potential partnership as providers of services at the JTS-Northside Community Center. Each agency agrees to participate in the following services:


**Asian American Recovery Services, Inc. (AARS) will:**


- Provide leadership, staffing and operational management of the JTS-Northside Community Center to assist its collaborative members with the provision of community services;
- Conduct marketing activities to raise awareness of the community services located at the JTS-NCC to ensure local participation;
- Provide an adult substance abuse treatment program at the JTS-NCC;
- Provide access (through referral) for program participants to other necessary supportive services; and
- Assist in leveraging funding from local, state, federal and/or private foundation sources in order to continue and expand support for comprehensive services to youth, adults and families.
- Provide private counseling space at JTS-NCC for individual and group mental health sessions free of charge to AACI.

**Asian Americans for Community Involvement (AACI) will:**

- Provide mental health services through group and individual counseling sessions, for up to six hours per week, depending on client needs.
- Assist in leveraging funding from local, state, federal and/or private foundation sources in order to continue and expand support for comprehensive services at JTS-NCC to youth, adults and families.

We, the undersigned, as authorized representatives of Asian Americans for Community Involvement (AACI) and Asian American Recovery Services, Inc. (AARS) do hereby approve this document. This Agreement will remain in effect from July 1, 2007 to June 30, 2010, unless one of the agencies chooses to opt out with 30 days written notice.

For   
Lien Cao  
Associate Director-SCC  
AARS, Inc.

For   
Michele Lew  
President and CEO  
AACI

Date 9/12/06

Date 9/18/06



## LETTER OF INTENT TO COLLABORATE

This Agreement stands as evidence that the Asian American Recovery Services, Inc. (AARS) and the Filipino Community Support (FOCUS) intend to work together toward the mutual goal of promoting the health and well being of the community served by the JTS-Northside Community Center. This intent to collaborate is in reference to our potential partnership as providers of services at the JTS-Northside Community Center. Each agency agrees to participate in the following services:

**Asian American Recovery Services, Inc. (AARS) will:**

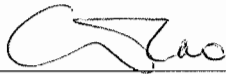
- Provide leadership, staffing and operational management of the JTS-Northside Community Center to assist its collaborative members with the provision of community services;
- Conduct marketing activities to raise awareness of the community services located at the JTS-NCC to ensure local participation;
- Provide an adult substance abuse treatment program at the JTS-NCC;
- Provide access (through referral) for program participants to other necessary supportive services; and
- Assist in leveraging funding from local, state, federal and/or private foundation sources in order to continue and expand support for comprehensive services to youth, adults and families.

**Filipino Community Support (FOCUS) will:**

- Provide community services and services for Filipino immigrants at the JTS-NCC;
- Make referrals to AARS for clients who may require substance abuse treatment services;
- Provide AARS staff with referral and other pertinent information necessary for substance abuse treatment services for referred clients; and
- Assist in leveraging funding from local, state, federal and/or private foundation sources in order to continue and expand support for comprehensive services to youth, adults and families.

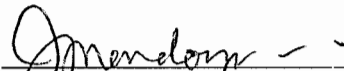
We, the undersigned, as authorized representatives of Filipino Community Support (FOCUS) and Asian American Recovery Services, Inc. (AARS) do hereby approve this document. This Agreement will remain in effect from July 1, 2007 to June 30, 2010.

For



Lien Cao  
Associate Director-SCC  
AARS, Inc.

For



Mara Mendoza  
Executive Director  
FOCUS

Date 9/12/06

Date 9/12/06

**LETTER OF INTENT TO COLLABORATE**

This Agreement stands as evidence that the Asian American Recovery Services, Inc. (AARS) and Self-Help for the Elderly intend to work together toward the mutual goal of promoting the health and well being of the community served by the JTS-Northside Community Center. This intent to collaborate is in reference to our potential partnership as providers of services at the JTS-Northside Community Center. Each agency agrees to participate in the following services:

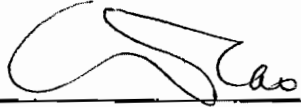
**Asian American Recovery Services, Inc. (AARS) will:**

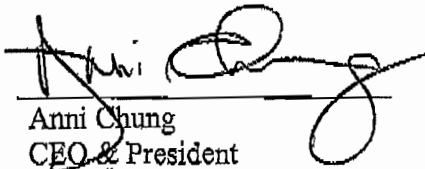
- Provide leadership, staffing and operational management of the JTS-Northside Community Center to assist its collaborative members with the provision of community services;
- Conduct marketing activities to raise awareness of the community services located at the JTS-NCC to ensure local participation;
- Provide an adult substance abuse treatment program at the JTS-NCC;
- Provide access (through referral) for program participants to other necessary supportive services; and
- Assist in leveraging funding from local, state, federal and/or private foundation sources in order to continue and expand support for comprehensive services to youth, adults and families.

**Self-Help for the Elderly will:**

- Provide senior meals, recreational and wellness activities and Senior Community Services Employment Program at the JTS-NCC;
- Make referrals to AARS for clients who may require substance abuse treatment services;
- Provide AARS staff with referral and other pertinent information necessary for substance abuse treatment services for referred clients; and
- Assist in leveraging funding from local, state, federal and/or private foundation sources in order to continue and expand support for comprehensive services to youth, adults and families.

We, the undersigned, as authorized representatives of Self-Help for the Elderly and Asian American Recovery Services, Inc. (AARS) do hereby approve this document. This Agreement will remain in effect from July 1, 2007 to June 30, 2010.

For   
Lien Cao  
Associate Director-SCC  
AARS, Inc.

For   
Anni Chung  
CEO & President  
Self-Help for the Elderly

Date 9/12/06

Date 9/12/06

This Agreement stands as evidence that the Asian American Recovery Services, Inc. (AARS) and the Korean American Community Services (KACS) intend to work together toward the mutual goal of promoting the health and well being of the community served by the Northside Community Center. This intent to collaborate is based upon our potential partnership as providers of services at the Northside Community Center. Each agency agrees to participate in the following services:

**Asian American Recovery Services, Inc. (AARS) will:**


- Provide leadership, staffing and operational management of the Northside Community Center to assist KACS (and other collaborative members) with its provision of services at the NCC;
- Conduct marketing activities to raise awareness of the community services located at NCC to ensure local participation;
- Provide an adult substance abuse treatment program at NCC;
- Provide access (through referral) for program participants to other necessary supportive services; and
- Assist in leveraging funding from local, state, federal and/or private foundation sources in order to continue and expand support for comprehensive services to youth, adults and families.

**Korean American Community Services (KACS) will:**

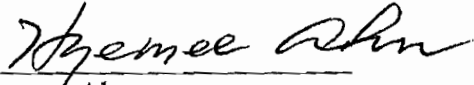
- Provide community programs and services targeted to the Korean community, including computer classes and Korean language classes at the NCC;
- Make referrals to AARS for clients who may require substance abuse treatment services;
- Provide AARS staff with referral and other pertinent information necessary for substance abuse treatment services for referred clients; and
- Assist in leveraging funding from local, state, federal and/or private foundation sources in order to continue and expand support for comprehensive services to youth, adults and families.

We, the undersigned, as authorized representatives of Asian American Recovery Services, Inc. and Korean American Community Services (KACS) do hereby approve this document. This Agreement will remain in effect from July 1, 2006 to June 30, 2009.

For

  
Lien Cao  
Associate Director-SCC  
AARS, Inc.

For

  
Hyemee Ahn  
Executive Director  
KACS

Date 6/10/06

Date 6/10/06

Korean American Community Services, Inc.  
Hyemee Ahn  
1800-B Fruitdale Ave.  
San Jose, CA 95128

June 12, 2006

Dear City of San Jose:

As the current Executive Director of Korean American Community Services, Inc.(KACS), I would like to express my strong support for Asian American Recovery Services' application to operate the Jacinto "Tony" Siquig Northside Community Center.

Korean American Community Services, Inc. is a local San Jose community organization that was founded in Nov. 1979. Our purpose is to serve the needy and vulnerable segment of the community with collaboration with other agencies. We have over 1,000 members. The JTS Northside Community Center is an important facility for our organization because KACS has operated computer class for the residents in San Jose. Our group frequently utilizes the community center for meetings and large events, and we expect to utilize the facility for KACS events every year. Additionally, many of our members also have connections to the essential Northside community services either as persons who directly access the services or make referrals to friends and family. Therefore, KACS is keenly interested in the successful maintenance of JTS-Northside.

We recognize that Asian American Recovery Services will be an excellent operator of the JTS Northside Community Center. It is my understanding that AARS has delivered excellent community services to our neighborhoods for more than a decade, and has distinguished itself as a specialist in culturally competent adult, youth, and family programs to Asian and Pacific Islander residents. In its history of providing essential and culturally-competent services to Santa Clara County, its established record of managing large, successful community programs in the city, and its active participation as community service provider, AARS clearly demonstrates that it an exceptional organization that can capably run the center effectively and also promises to be well-matched to the community spirit of JTS-Northside.

I am extremely grateful for the opportunity that the City of San Jose is providing with this grant, and I again strongly recommend the awarding of this grant to Asian American Recovery Services. If I may be of any other assistance, please contact me at 408.489.1016.

Sincerely,

Hyemee Ahn, MSW  
Executive Director  
Korean American Community Services, Inc.

## A COLLABORATION OF FILIPINO-AMERICAN COMMUNITY SERVICE ORGANIZATIONS

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November 7, 2006

San Jose City Council and  
Department of Parks, Recreation and Neighborhood Services  
488 No. 6<sup>th</sup> Street  
San Jose, CA 95112

**SUBJECT: Jacinto "Tony" Siquig Northside Community Center**

Dear City of San Jose Council Members and PRNS Staff:

**FOCUS** (Filipino Community Support), **PAWIS** (Pilipino Association of Worker's and Immigrants), and **Malaya** (an organization serving Filipino Women and Girls), strongly support Asian American Recovery Services (AARS) in their desire to operate the Jacinto "Tony" Siquig Northside Community Center, in partnership with Filipino Youth Coalition (FYC).

In our collective experience serving various sectors of the Filipino community in Santa Clara County, we deeply believe in the importance of supporting the work and programs of Asian American and Filipino American organizations that have a proven record of providing quality services to our community. We have met with the officers of these organizations and we are convinced that they have the commitment and the resources to provide quality services that are so needed by the community.

We recognize that Asian American Recovery Services and Filipino Youth Coalition have been responsible and accountable managers of their respective agencies and will convey that same sense of integrity and accountability as operators of the JTS Northside Community Center. We believe in AARS' consistent commitment to delivering excellent community services to neighborhoods, which they have done for more than a decade – AARS has distinguished itself as providing culturally competent adult, youth, and family wrap-around services, specializing in curbing alcohol and substance abuse. We have also worked with FYC and are impressed with their education and leadership development programs focused on Filipino-American youth and their families. We have known FYC as the youth organization that has consistently addressed the issues and met the needs of youth and their families throughout San Jose, mainly in the East side and downtown neighborhoods. We have a close working relationship with FYC, and would like to continue this rapport at Jacinto "Tony" Siquig Northside Center.

## A COLLABORATION OF FILIPINO-AMERICAN COMMUNITY SERVICE ORGANIZATIONS

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We appreciate the opportunity that the City of San Jose is providing through this RFP (Request For Proposal), and we enthusiastically recommend the awarding of this grant to Asian American Recovery Services and its collaborative partners. If there is a need for clarification, please contact us.

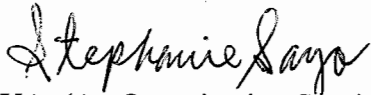
Signed:



FOCUS (Filipino Community Support)  
Contact: Rowena M. Tomaneng, Board of Directors  
(408) 864-8286



PAWIS (Pilipino Association of Workers and Immigrants)  
Contact: Consuelo Dacanay, Program Director  
(408) 439-1312



MALAYA (An Organization Serving Filipino Women and Girls)  
Contact: Stephanie Sayo, Program Director  
(408) 910-2737



# India Community Center

Enriching Lives. Building Community.

June 12, 2006

Mr. Jeff Mori  
Executive Director  
Asian American Recovery Services  
965 Mission Street, Suite 325  
San Francisco, CA 94103

Dear Mr. Mori,

On behalf of the Board of Directors of the India Community Center, we write to offer our support to your application to provide community services at the Northside Community Center in San Jose.

We are also interested in a possible collaboration with you to bring services and activities related to the Indian culture to seniors and others at Northside. There is already an Indian-American contingent that accesses services at Northside and we would look toward increasing their participation.

As a long-standing member of the Minorities Consortium, we are excited and hopeful that Northside Community Center will become a true multi-cultural hub that engages all members of the neighborhood community. We applaud your efforts to take the lead in making this happen and bringing the talent and expertise of AARS to benefit the Northside neighborhood.

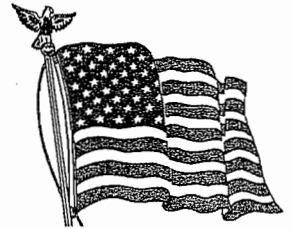
Sincerely,

Cathy Maupin  
Interim Executive Director

Vishnu Sharma  
Senior Director of Community Relations



**HEADQUARTERS**  
**U.S. FILIPINO VETERANS OF WW II**  
*Eastside Neighborhood Center*  
2150 Alum Rock Ave, San Jose, CA 95116



July 11, 2006

San Jose City Council and  
Department of Parks, Recreation and Neighborhood Services  
488 No. 6<sup>th</sup> Street  
San Jose, CA 95112

Re: RFP to Operate JTS Northside Senior Center

Dear City of San Jose Councilmembers and PRNS Staff:

As the current president of the U.S. Filipino Veterans of WWII, I would like to express our strong support for Asian American Recovery Services(A.A.R.S.) in their desire to operate the Jacinto "Tony" Siquig Northside Community Center.

Our group, U.S. Filipino Veterans of WWII, is the San Jose Chapter of the American Coalition for Filipino Veterans of WWII . We had a membership of five hundred veterans and (including our spouses) when we first started in 1996. Through the years we have lost men who have succumbed to old age and infirmity. For those of us who are still alive, mostly in our late seventies and eighties, we depend mainly on senior centers for our socialization and well-being needs. The JTS Northside Community Center is an important facility for our organization because it is close to home for most of our members. We would like to fully utilize Northside community center for meetings and generally for a place to gather and avail of public services.

In the past we were not happy with the way the Center was being run by SODC, but we are glad to know that AARS, in partnership with Filipino Youth Coalition (FYC), is submitting a proposal to operate the Center. We have met with the officers of these organizations and we are convinced that they have the heart, the will and the resources to provide quality services that we so need.

We recognize that Asian American Recovery Services and Filipino Youth Coalition will be excellent operators of the JTS Northside Community Center. It is my understanding that AARS has delivered excellent community services to our neighborhoods for more than a decade, and has distinguished itself as a specialist in culturally competent adult, youth, and family programs

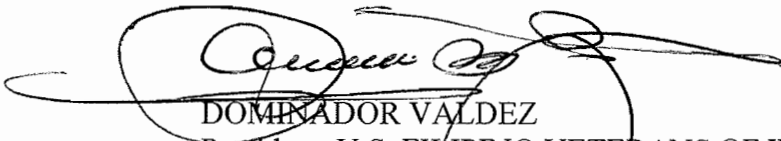


to Asian and Pacific Islander residents. In its history of providing essential and culturally-competent services to Santa Clara County, its established record of managing large, successful community programs in the city, and its active participation as community service provider, AARS clearly demonstrates that it is an exceptional organization that can capably run the center and also promises to be well-matched with the community spirit of JTS-Northside.

We have also participated in Veteran Appreciation projects of FYC and an art exhibit of our WWII experience is currently on display at another Senior Center in San Jose as a joint effort between our organization and the youth group. We have a close relationship with FYC, and would like to continue this rapport at JTS-Northside Center.

I am extremely grateful for the opportunity that the City of San Jose is providing through this RFP (Request For Proposal), and I again strongly recommend the awarding of this grant to Asian American Recovery Services and its collaborative partners. If there is a need for clarification, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dominador Valdez', is written over a circular stamp. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

DOMINADOR VALDEZ  
President, U.S. FILIPINO VETERANS OF WWII  
1250 Alum Rock Ave.  
San Jose, CA 95116  
Tel. No. (408) 729-3750..

*United Visayas & Mindanao Association of America*  
*1068 Loupe Avenue, San Jose, CA 95121*

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September 15, 2006

San Jose City Council and  
Department of Parks, Recreation and Neighborhood Services  
488 No. 6<sup>th</sup> Street  
San Jose, CA 95112

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Re: RFP to Operate JTS Northside Senior Center

Dear City of San Jose Councilmembers and PRNS Staff:

As president and in behalf of United Visayas and Mindanao Association of America (UViMAA), I would like to express our strong support for Asian American Recovery Services(A.A.R.S.) and Filipino Youth Coalition (FYC) in their application to operate the Jacinto "Tony" Siquig Northside Community Center.

Our group is composed of individuals living in the U.S. having regional roots in the Visayas and Mindanao regions of the Philippines. UViMAA-California was organized in the 1980's to provide a social medium for Visayan-speaking Filipino-Americans. It started in San Jose and now has a membership of more than two hundred with members in other states. The core membership is made up of senior and elderly citizens on retirement income, although in recent years younger members have joined.

We see JTS Northside Community Center as an important facility not just for our organization but for others as well by being a place to go for nutritious meals, social activities, and other special cultural events. We look forward to AARS/FYC offering a range of programs such as health screenings, health and consumer education, creative arts, exercise, and provide access to other community services as well. We strongly feel that they have the heart, the spirit and the resources to provide quality services that we so need.

Sincerely yours,

  
Perlita Olandad Crossman  
President